# AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, June 20, 2011
6:30 P.M.
Meeting Room

*Placentia Library District*

*The Vision of the Placentia Library District is to inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

- Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
- Provide literacy outreach and services to the community.
- Provide a special collection to document and preserve Placentia's History and Authors.
- Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- Promote the Library's vision through consistent messages to the public.

***AGENDA DESCRIPTIONS:*** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

***REPORTS AND DOCUMENTATION:*** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

**CALL TO ORDER**

1. Call to Order — Library Board President

2. Roll Call — Recorder

3. Adoption of Agenda
   *This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*
   Presentation: Library Director
   Recommendation: Adopt by Motion

4. Oral Communications
*Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).*

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral
*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.*

6. Trustee Reports
*The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.*

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

**CONSENT CALENDAR (Items 8 – 26)**

Presentation: Library Director
Recommendation: Approve by Motion

*Items 8 – 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 8)**

8. Minutes of the May16, 2011 Library Board of Trustees Regular Meeting and May 19, 2011 Library Board of Trustees Special Meeting. (Receive & File and Approve)

**CLAIMS (Items 9 – 12)**

9. Nonstandard Claims in excess of $300. (Receive & File and Approve)

10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

11. Current Claims and Payroll. (Receive & File and Approve)

12. FY2010-2011 Cash Flow Analysis through May 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor; and recommendation that no funds be transferred at this time. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

13. Financial Reports for May 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for May 2011. (Receive & File)

15. Acquisitions Report for May 2011. (Receive & File)

16. Entrepreneurial Activities Report for May 2011. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for May 2011. (Receive, File, and Ratify Appointments)

18. Circulation Report for May 2011. (Receive & File)

19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 20 – 26)**

20. Library Director's Report for May 2011.

21. Library Services Manager's Report for May 2011.

22. Children's Services Report for May 2011.

23. Literacy / Volunteer Services Report for May 2011.

24. Reference and Adult Services Report for May 2011.

25. Local History Room Report for May 2011.

26. Placentia Library Web Site & Technology Report for May 2011.

**MEET AND GREET**

27. An Introduction to Placentia's New Police Chief, Rick Hicks.

**CONTINUINING BUSINESS**

28. Placentia Library District Policy 6020 – Public Computer and Internet Access Policy
    Presentation: Library Director
    Recommendation: Authorize a change in Placentia Library District Policy 6020 – Public Computer and Internet Access Policy as presented.

29. Emergency Preparedness Plan
    Presentation: Business Manager
    Recommendation: 1) Authorize library staff to research costs for emergency preparedness workshops and trainings as presented with feedback from the Library Board of Trustees; and,

    2) Library staff to present information at the Library Board of Trustees September meeting.

**NEW BUSINESS**

30. C.O.P.S. New Children's Program
    Presentation: Children's Librarian II

31. Weekly Claims Resolution 12-06
    Presentation: Business Manager
    Recommendations: 1) Motion to read Resolution 12-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Authorize the Library Director to Approve Weekly Claims as Designated; and,

    2) Motion to Adopt Resolution 12-06 by a roll call vote.

32. GASB Resolution 12-07
    Presentation: Business Manager
    Recommendations: 1) Motion to read Resolution 12-07 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish new Governmental Accounting Standards Board (GASB) Regulations for Restricted Fund Balances.

    2) Motion to Adopt Resolution 12-07 by a roll call vote.

33. Placentia Library District Policies #3020 – Budget Preparation, #3025 – Reserves, #3030 – Fixed Asset Accounting and #3035 – Investment of District Funds
    Presentation: Business Manager
    Recommendation: Authorize changes to the Placentia Library District Policies #3020, #3025, #3030 and #3035 as presented to conform with current GASB laws.

34. Review and Discuss Air Duct and Vent Cleaning Bids
    Presentation: Business Manager
    Recommendations: 1) Award contract to Disaster Kleenup / Better Floors and Restorations for the service of cleaning the library's air ducts and vents as described in Disaster Kleenup's bid dated February 17, 2011; and,

    2) Approve contract by a roll call vote.

35. California Special District Association (CSDA) Bylaws Amendments
    Presentation: Library Director
    Recommendations: 1) Approve the proposed CSDA Bylaws Amendments as presented; and,

    2) Authorize President Wood to sign and submit the ballot on behalf of the Placentia Library District.

36. Special District Risk Management Authority (SDRMA) Election Resolution and Ballot
    Presentation: Library Director
    Recommendations: 1) Discuss and Select three candidates to serve on SDRMA's Board of Directors; and,

    2) Motion to read Resolution 12-08 by title only: A Resolution of the Governing Body of the Placentia Library District For the Election of Directors to the Special District Risk Management Authority Board of Directors; and,

    3) Motion to adopt Resolution 12-08 by a roll call vote; and,

    4) Authorize President Wood and Secretary DeVecchio to sign the Official Election Ballot on behalf of the Placentia Library District.

37. National Night Out
    Presentation: Library Director
    Recommendation: Determine which Library Board of Trustees would like to participate in the National Night Out on August 2, 2011.

38. Heritage Parade and Festival
    Presentation: Library Director
    Recommendations: 1) Determine which Library Board of Trustees would like to participate in the Heritage Parade on October 15, 2011; and,

    2) Authorize the Placentia Library District to have a booth at the Heritage Festival on October 15, 2011.

39. Recruitment Updates
    Presentation: Library Director

**DISCUSSION ITEMS**

40. Review and Discuss Microphone Options for Library Board of Trustees Meetings
    Presentation: Library Director
    Recommendation: Authorize library staff to purchase microphones for use at the Library Board of Trustees meetings and other library-related business.

41. Discuss a Marketing Opportunity to Promote Library Services and Programs through an Email Campaign and Drawing
    Presentation: Library Director
    Recommendation: Consider authorizing the purchase of an Ipad2 for the Email Campaign and Drawing, using entrepreneurial funds.

42. Discuss Letterings and Art Canvas Photographs for the Meeting Room
    Presentation: Library Director
    Recommendation: Consider authorizing the letterings and art canvas for the meeting room as presented.

43. Staff Appreciation and Recognition Dinner
    Presentation: Library Director
    Recommendations: 1) Determine which date from the dates presented, to have the Staff Appreciation and Recognition Dinner; and,

    2) Determine which Library Board Trustee would like to serve as Chairperson for the Staff Appreciation and Recognition Dinner; and,

    3) Authorize Chairperson and the Library Director to begin planning for the Staff Appreciation and Recognition Dinner.

44. Business Items For the Library Board of Trustees to Consider
    Presentation: Library Director
    Recommendation: Determine what items need to be presented to the Library Board of Trustees for Consideration and Approval.

**ADJOURNMENT**

45. Agenda Preparation for the July Regular Date Meeting which will be held on Monday, July 18, 2011 unless re-scheduled by the Library Board of Trustees.

46. Review of Action Items.
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

47. Adjourn

**********CERTIFICATION OF POSTING**********

I, Marisa Timothy, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the June 20, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 14, 2011.

Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 16, 2011

**CALL TO ORDER**

President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 16, 2011 at 6:30 P.M.

**ROLL CALL**

Members Present: President Gaeten Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Al Shkoler

**Members Absent:** Trustee Jean Turner

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Pat and Jerry Jertberg

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to adopt the agenda as presented:

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

**ORAL COMMUNICATION**

Pat Jertberg expressed her interest in Agenda Item #36, Videographer Services for the History Room, and did not make further comments.
Trustee Shkoler announced that it was recently President Wood's birthday and offered cake for the meeting attendees.

**ADJOURNMENT**

The meeting was adjourned at 6:32pm for time to celebrate and enjoy the cake.

**RE-ADJOURNMENT**

The meeting re-adjourned at 6:38pm.

**TRUSTEE REPORTS**

President Wood reported that she attended the staff celebration gathering at the Library and the Powell Building re-dedication. She also attended the retirement party for Chief James Anderson and the Rotary District Conference. She thanked the staff for her birthday card and the cake. (Item 5)

Secretary DeVecchio reported that he attended the staff celebration gathering at the Library and the Powell Building re-dedication.

Trustee Escobosa reported that she attended the staff celebration gathering at the Library and the Powell Building re-dedication. She also attended the Placentia Community Network Meeting where there was discussion regarding establishing a community calendar.

Trustee Shkoler reported that he attended the staff celebration gathering at the Library and the Powell Building re-dedication. He participated in the Adult Book Discussion at the Library that features Jim Paddock as a special guest. He also attended the Easter Eggcitement event that drew in over 1,000 attendees. (Item 6)

**PLFF REPORT**

There was no Placentia Library Friends Foundation Board of Director's Report presented. (Item 7)

**CONSENT CALENDAR**

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to approve Agenda Items 8-26.

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler, Turner |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |

**CLAIMS**

Nonstandard Claims in excess of $300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2010-2011 Cash Flow Analysis through April 2011; the Schedule of Anticipated Property Tax

Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

**TREASURER'S REPORT**

Financial Reports for April 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for April 2011 (Item 14)

Acquisitions Report for April 2011 (Item 15)

Entrepreneurial Activities Report for April 2011 (Item 16)

**GENERAL CONSENT**

Personnel Report for April 2011 (Item 17)

Circulation Report for April 2011 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

**STAFF REPORTS**

Library Director's Report for April 2011 (Item 20)

Library Services Manager's Report for April 2011 (Item 21)

Children's Services Report for April 2011 (Item 22)

Literacy / Volunteer Services Report for April 2011 (Item 23)

Reference and Adult Services Report for April 2011 (Item 24)

Local History Room Report for April 2011 (Item 25)

Web Site & Technology Report for April 2011 (Item 26)

**PUBLIC HEARINGS**

FY 2011-2012 PROPOSED BUDGET

Library Director Contreras presented the Proposed Budget for Fiscal Year 2011-2012 including detailed revenue and expenditures figures. She also confirmed that Notice of Public Hearing was sent to the Orange County Register and posted on May 5, 2011. The item was opened to Public Hearing. No comments were made. There was discussion regarding expenditure allocations. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to read Resolution 12-01 by title only: (Item 27)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

Resolution 12-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County was read by title only by the Administrative Assistant. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to adopt Resolution 12-01 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 27)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

FY 2011-2012 PROPOSED SALARY SCHEDULES

Library Director Contreras presented the Proposed Fiscal Year 2011-2012 Salary Schedules for Exempt and Non-Exempt employees as were presented to and reviewed by the Library Board of Trustees at the April 18, 2011 Regular Meeting. She also confirmed that Notice of Public Hearing was sent to the Orange County Register and posted on May 5, 2011. The item was opened to Public Hearing. No comments were made. Library Director Contreras specified that the proposed schedules include a two percent cost of living (COLA) increase including Page positions. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to read Resolution 12-02 by tile only: (Item 28)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

Resolution 12-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal year 2011-2012 was read by title only by the Administrative Assistant. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to adopt Resolution 12-02 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 28)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

FY 2011-2012 PROPOSED FINES & FEES SCHEDULE

Library Director Contreras presented the Proposed Fiscal Year 2011-2012 Fines & Fees Schedule as was presented to and reviewed by the Library Board of Trustees at the April 18, 2011 Regular Meeting. She also confirmed that Notice of Public Hearing was sent to the Orange County Register and posted on May 5, 2011. The item was opened to Public Hearing. No comments were made. Library Director Contreras stated that

changes were made, items added, primarily in the Special Services category in order to specify items not previously listed. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to read Resolution 12-04 by tile only: (Item 29)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

Resolution 12-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Year 2011-2012 for Placentia Library District of Orange County was read by title only by the Administrative Assistant. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to adopt Resolution 12-04 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 29)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

**CONTINUING BUSINESS**

PLD POLICIY #6050 MEETING ROOM POLICY

Library Director Contreras explained the necessary change to Placentia Library District (PLD) Policy #6050- Meeting Room Policy to reflect the current department handling meeting room reservations which is now the Circulation Department. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize the change in PLD Policy #6050 – Meeting Room Policy as presented: (Item 30)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

CHILDREN'S LIBRARY DEDICATION

Library Director Contreras provided updates on the planning and preparation of the Gordon C. and Dixie M. Shaw Children's Library Dedication event to be held on Tuesday, May 31st at 7:00pm. She announced that the Placentia Library Friends Foundation will be hosting the event. Lettering and a photo have been ordered. Invitations have gone out to elected officials, the school district, and leaders of community organizations that Dixie has been involved with. (Item 31)

**NEW BUSINESS**

FY 2011-2012 GANN LIMIT

Business Manager Baltierra presented information regarding the requirement for local jurisdictions to establish an Appropriations Limitation (Gann Limit) each fiscal year. She explained further that this is a yearly process and the determined amount is based on population and cost-of-living figures. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to read Resolution 12-03 by tile only: (Item 32)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

Resolution 12-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2011-2012 was read by title only by the Administrative Assistant. It was moved by Secretary DeVecchio and seconded by Trustee

Shkoler to adopt Resolution 12-03 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 32)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

FY 2011-2012 HOLIDAY SCHEDULE

Library Director Contreras presented the proposed Holiday and Library Closure Schedule for fiscal year 2011-2012 with the established paid holidays per PLD Policy #2030 and the one non-paid holiday of Easter Sunday. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to read Resolution 12-05 by tile only: (Item 33)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

Resolution 12-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish Fiscal Year 2011-2012 Holiday and Library Closure Schedule was read by title only by the Administrative Assistant. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to adopt Resolution 12-05 by a Roll Call vote. The following votes were placed by a Roll Call vote: (Item 33)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

AMMENDMENT TO PLD PUBLIC AGENCY RETIREMENT SYSTEM POLICY

Business Manager Baltierra presented the recommended amendment to the Placentia Library District of Orange County PARS Defined Contribution Plan. She explained that the changes reflect new IRS legislation changes, wording requirements, not contribution changes. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize the Library Director to sign the PARS Amendment as presented: (Item 34)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

AMMENDMENT TO PLD VOLUNTARY NATIONWIDE RETIREMENT SOLUTIONS 457 (b) PLAN

Business Manager Baltierra presented the recommended amendment to the Placentia Library District's Nationwide Retirement Solutions Plan. She explained that the changes to the voluntary plan reflect new IRS legislation changes, wording requirements only. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize the Library Director to sign the amendment as presented: (Item 35)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

VIDEOGRAPHER SERVICES CONTRACT

Library Director Contreras presented the proposed Independent Consultant Contract for the History room Historical Homes DVD project. Discussion was held regarding the qualifications of the videographer as well as the length and necessity of the proposed contract. It was moved by

Trustee Escobosa and seconded by Secretary DeVecchio to approve the Independent Consultant Contract for Mr. Jitesh M. Bhakta to provide videographer services for the History Room Historical Homes DVD project: (Item 36)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

**DICUSSION ITEMS**

POST-CONSTRUCTION CLEANING

Library Director Contreras presented two estimates from licensed professional post-construction cleaning and restoration companies as was directed at the April 7, 2011 meeting. The bid from Emercon had been revised to include all areas of the Library. She also explained that funds are available for the additional cost of approximately $11,000 for the cleaning of the air ducts and vents in the building. Trustee Shkoler stated that a top-down cleaning definitely needs to be done. There was discussion regarding the estimated cost for the cleaning of the air ducts and vents. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to award the contract for post construction cleaning to Disaster Kleenup/Better Floors and Restorations: (Item 37)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to have Library staff present bids for air ducts and vent cleaning at the July 18, 2011 meeting: (Item 37)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

NAMING/SPONSOR-SHIPS OF LIBRARY BUILDINGS AND DEPARTMENTS

In response to requests from two Trustees to establish a policy for naming and sponsorships of departments, Library Director Contreras presented a proposed policy for such use. Discussion was held regarding criteria needed to establish a 'naming', the idea of sponsorships, and the term 'solicitation'. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize Library Staff to conduct a work session to incorporate input from the Library Board of Trustees and present at the July 18, 2011 meeting: (Item 38)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

POLICY OF USE OF DIGITAL SIGNAGE

Library Director Contreras presented a proposed policy for the Use of the Placentia Library District's digital signage, specifically the digital monitor located at the Check Out Desk. Discussion was held regarding the format and timing information should be submitted. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize Library Staff to present an updated version incorporating input from the Library Board of Trustees and present at the July 18, 2011 meeting: (Item 39)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

AGENDA PREPARATION

Agenda Preparation for the June Board of Trustees Meeting which will be held on Monday, June 20, 2011 unless re-scheduled by the Library Board of Trustees. Trustee Escobosa requested that an Emergency Preparedness Plan be presented by staff. Trustee Shkoler requested that a designation of items to be presented to the Board be established, including all items that affect the appearance of the Library. Secretary DeVecchio added that all public image items should be included.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on May 16, 2011 adjourned at 8:06 P.M.

NEXT MEETING

The next meeting will be on June 20, 2011 at 6:30 P.M.

| | |
|---|---|
| Richard DeVecchio | Gaeten Wood |
| Secretary | President |
| Library Board of Trustees | Library Board of Trustees |

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 19, 2011

**CALL TO ORDER**

President Wood called the Special Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 19, 2011 at 3:03 P.M.

**ROLL CALL**

Members Present: President Gaeten Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Al Shkoler

**Members Absent:** Trustee Jean Turner

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Marisa Timothy

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to adopt the agenda as presented:

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | Turner |

**ORAL COMMUNICATION**

There was no oral communication made at this time.

LETTERINGS FOR LOBBY, ENTRANCE, & CHILDREN'S AREA

Library Director Contreras presented a quote with three finish samples for letterings for the lobby and entrance areas of the Library including letterings for the 'Gordon and Dixie Shaw Children's Library.' She explained that the Placentia Library Friends Foundation will be purchasing lettering for their Donor Wall and Bookstore. Secretary DeVecchio explained that he will abstain from voting on the Children's Library lettering in order to be aligned with his previous vote regarding the naming of the Children's Library.

ADJOURNMENT

The meeting was adjourned at 3:06 pm in order to tour the areas where the lettings are to be placed.

RE-ADJOURNMENT

The meeting was re-adjourned at 3:15pm.

LETTERINGS FOR LOBBY, ENTRANCE, & CHILDREN'S AREA

Discussion was made about the proof provided with the quote for review, specifically regarding exact wording and placement. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve the lettering for the 'Gordon C. and Dixie M. Shaw Children's Library' as presented: (Item 4)

| | |
|---|---|
| AYES: | Wood, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | DeVecchio |
| ABSENT: | Turner |

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve the lettering 'Thank You for Visiting Us' as presented: (Item 4)

| | |
|---|---|
| AYES: | Wood, DeVecchio, Escobosa, Shkoler |
| NOES: | None |
| ABSTAIN: | None |

ABSENT: Turner

It was moved by Trustee Escobosa and seconded by Trustee Shkoler to approve the lettering 'Board of Trustees' as presented: (Item 4)

AYES: Wood, DeVecchio, Escobosa, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Turner

It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve the lettering 'Placentia Library Friends Foundation' as presented: (Item 4)

AYES: Wood, DeVecchio, Escobosa, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Turner

Discussion was held regarding the proposed lettering for the Placentia Library Friends Foundation Bookstore. It was expressed that there was already signage in place and donor wall signage was to be added which appears to be too much. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve the lettering 'Bookstore' only, omitting 'Placentia Library Friends Foundation': (Item 4)

AYES: Wood, DeVecchio, Escobosa, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Turner

President Wood requested that the Employee of the Quarter lettering be replaced with the new style and asked staff to obtain pricing. (Item 4)

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District on May 19, 2011 adjourned at 3:34 P.M.

NEXT MEETING

The next meeting will be on June 20, 2011 at 6:30 P.M.

| | |
|---|---|
| Richard DeVecchio | Gaeten Wood |
| Secretary | President |
| Library Board of Trustees | Library Board of Trustees |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **Summary of Non-standard Claims for February 2011**

**DATE:** June 20, 2011

| TYPE | DATE | CLAIM # | AMOUNT |
|---|---|---|---|
| *NONE* | | | |
| | | **TOTAL** | **$0** |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **Summary of Claims Forwarded by the Library Director & Trustees**

**DATE:** June 20, 2011

| TYPE | DATE | CLAIM# | AMOUNT |
|---|---|---|---|
| FUND 707 | 06/02/11 | 5402 | $16,291.66 |
| | 06/02/11 | 5403 | $ 3,200.22 |
| | | **TOTAL** | **$19,491.88** |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **Current Claims and Payroll**

**DATE:** June 20, 2011

**Current Claims**

| TYPE | DATE | CLAIM # | AMOUNT |
|---|---|---|---|
| 707 | 06/20/11 | 5404 | $ 1,384.04 |
| 707 | 06/20/11 | 5405 | $ 2,046.07 |
| 707 | 06/20/11 | 5406 | $ 3,192.01 |
| 707 | 06/20/11 | 5407 | $ 3,809.50 |
| 707 | 06/20/11 | 5408 | $ 1,302.31 |
| 707 | 06/20/11 | 5409 | $ 979.26 |
| 707 | 06/20/11 | 5410 | $ 1,771.43 |
| 707 | 06/20/11 | 5411 | $21,409.94 |
| 707 | 06/20/11 | 5412 | $ 2,881.91 |
| *Subtotal for Claims* | | | *$38,776.47* |
| **Payroll** | | | |
| On Demand Wire | 07/04/11 | 29 | $40,000.00 |
| | 07/15/11 | 30 | $40,000.00 |
| *Subtotal for Payroll* | | | *$80,000.00* |
| **TOTAL CURRENT CLAIMS & PAYROLL** | | | **$ 118,776.47** |

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5404

**The County Auditor is authorized to draw these checks from:**
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT REV/ BS ACCT | DEPT OBJT | REPT CATG | AMOUNT | DOC NUMBER | SC |
| VC5168 | 05-01-11 | 2400 | 0760 | | | | |
| Center Point Large Print | 925267 | | | | $128.82 | | |
| 600 Brooks Road | | | | | | | |
| PO Box 1 | | | | | | | |
| Thorndike, ME 04986-0001 | | | | | | | |
| VC0615-2 | 05-01-11 | 2400 | 0760 | | | | |
| Random House | 1081447912 | | | | $28.28 | | |
| Dept 0919 PO Box 120001 | 05-01-11 | 2400 | 0760 | | | | |
| Dallas TX 75312-0919 | 1081447913 | | | | $88.86 | | |
| | 05-10-11 | 2400 | 0760 | | | | |
| | 1081492970 | | | | $38.88 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 1081524715 | | | | $34.80 | | |
| | | | | | $190.82 | | |
| VC4218-4 | 05-06-11 | 2400 | 0760 | | | | |
| Baker & Taylor Books | W65360510 | | | | $39.09 | | |
| PO Box 277930 | 04-22-11 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009783685 | | | | $33.38 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783686 | | | | $19.70 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783687 | | | | $12.08 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783688 | | | | $162.75 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783689 | | | | $22.39 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783690 | | | | $19.73 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783691 | | | | $21.35 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783692 | | | | $48.39 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783693 | | | | $35.58 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783694 | | | | $355.62 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783695 | | | | $183.13 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783696 | | | | $89.86 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783697 | | | | $21.35 | | |
| | | | | | $1,064.40 | | |
| | | | | **TOTAL REMITTANCE:** | $1,384.04 | | |

The claims listed above (totaling $1,384.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

**Page Total:**

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5405

**The County Auditor is authorized to draw these checks from:**

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4218-4 | 04-22-11 | 2400 | 0760 | | | | |
| Baker & Taylor Books | 4009783698 | | | | $31.11 | | |
| PO Box 277930 | 04-22-11 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009783699 | | | | $13.21 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783700 | | | | $90.39 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783701 | | | | $57.84 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783702 | | | | $54.39 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783703 | | | | $126.78 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783704 | | | | $154.38 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783705 | | | | $275.65 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783706 | | | | $126.01 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783707 | | | | $42.56 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783708 | | | | $71.98 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783709 | | | | $59.78 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783711 | | | | $174.81 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783712 | | | | $61.07 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783713 | | | | $130.79 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783714 | | | | $233.27 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783715 | | | | $36.12 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783716 | | | | $23.12 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783717 | | | | $15.25 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783718 | | | | $129.91 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783719 | | | | $40.55 | | |
| | 04-22-11 | 2400 | 0760 | | | | |
| | 4009783720 | | | | $97.10 | | |
| | | | | | $2,046.07 | | |
| | | | | **TOTAL REMITTANCE:** | $2,046.07 | | |

The claims listed above (totaling $2,046.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

**Page Total:**

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5406

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4218-4 | 04-25-11 | 2400 | 0760 | | | | |
| Baker & Taylor Books | 4009801569 | | | | $41.37 | | |
| PO Box 277930 | 04-27-11 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009787012 | | | | $16.51 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787013 | | | | $64.42 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787014 | | | | $59.79 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787015 | | | | $11.86 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787016 | | | | $44.38 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787017 | | | | $57.85 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787018 | | | | $27.57 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787019 | | | | $84.79 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787020 | | | | $81.38 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787021 | | | | $15.25 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787022 | | | | $12.54 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787023 | | | | $445.06 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787024 | | | | $1,385.24 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787025 | | | | $239.14 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787026 | | | | $18.82 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787027 | | | | $103.30 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787028 | | | | $260.37 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787029 | | | | $149.23 | | |
| | 04-27-11 | 2400 | 0760 | | | | |
| | 4009787030 | | | | $43.27 | | |
| | 04-28-11 | 2400 | 0760 | | | | |
| | 4009787810 | | | | $16.53 | | |
| | 04-28-11 | 2400 | 0760 | | | | |
| | 4009787811 | | | | $13.34 | | |
| | | | | | $3,192.01 | | |
| | | | | TOTAL REMITTANCE: | $3,192.01 | | |

The claims listed above (totaling $3,192.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5407

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4218-4 | 04-28-11 | 2400 | 0760 | | | | |
| Baker & Taylor Books | 4009787812 | | | | $20.48 | | |
| PO Box 277930 | 04-28-11 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009787813 | | | | $14.62 | | |
| | 04-28-11 | 2400 | 0760 | | | | |
| | 4009787814 | | | | $1,847.35 | | |
| | 04-28-11 | 2400 | 0760 | | | | |
| | 4009787815 | | | | $13.86 | | |
| | 04-28-11 | 2400 | 0760 | | | | |
| | 4009787816 | | | | $175.45 | | |
| | 04-28-11 | 2400 | 0760 | | | | |
| | 4009787817 | | | | $251.73 | | |
| | 04-29-11 | 2400 | 0760 | | | | |
| | 4009787996 | | | | $479.54 | | |
| | 05-02-11 | 2400 | 0760 | | | | |
| | 4009809356 | | | | $33.36 | | |
| | 05-04-11 | 2400 | 0760 | | | | |
| | 4009788989 | | | | $60.16 | | |
| | 05-04-11 | 2400 | 0760 | | | | |
| | 4009788990 | | | | $387.27 | | |
| | 05-09-11 | 2400 | 0760 | | | | |
| | 4009816681 | | | | $54.04 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799528 | | | | $7.61 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799529 | | | | $36.04 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799530 | | | | $20.97 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799531 | | | | $20.32 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799532 | | | | $29.24 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799533 | | | | $49.18 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799534 | | | | $44.86 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799535 | | | | $14.62 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799536 | | | | $14.52 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799537 | | | | $143.00 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799538 | | | | $91.28 | | |
| | | | | | $3,809.50 | | |
| | | | | TOTAL REMITTANCE: | $3,809.50 | | |

The claims listed above (totaling $3,809.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5408

**The County Auditor is authorized to draw these checks from:**
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4218-4 | 05-11-11 | 2400 | 0760 | | | | |
| Baker & Taylor Books | 4009799539 | | | | $63.69 | | |
| PO Box 277930 | 05-11-11 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009799540 | | | | $72.76 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799541 | | | | $179.84 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799542 | | | | $21.63 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799543 | | | | $240.21 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799544 | | | | $32.47 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799545 | | | | $146.63 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799546 | | | | $36.12 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799547 | | | | $63.39 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799548 | | | | $55.08 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799549 | | | | $59.11 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799550 | | | | $20.97 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799551 | | | | $30.62 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799552 | | | | $40.95 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799553 | | | | $23.99 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799554 | | | | $29.87 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799555 | | | | $40.67 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799556 | | | | $29.00 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799557 | | | | $44.17 | | |
| | 05-11-11 | 2400 | 0760 | | | | |
| | 4009799558 | | | | $15.84 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809450 | | | | $15.25 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809451 | | | | $40.05 | | |
| | | | | | $1,302.31 | | |
| | | | | **TOTAL REMITTANCE:** | $1,302.31 | | |

The claims listed above (totaling $1,302.31) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

**Page Total:**

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5409

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4218-4 | 05-13-11 | 2400 | 0760 | | | | |
| Baker & Taylor Books | 4009809452 | | | | $16.81 | | |
| PO Box 277930 | 05-13-11 | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | 4009809453 | | | | $162.06 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809454 | | | | $13.34 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809455 | | | | $152.34 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809456 | | | | $56.02 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809458 | | | | $242.90 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809459 | | | | $58.83 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809460 | | | | $32.90 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809461 | | | | $49.62 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809462 | | | | $19.70 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809463 | | | | $20.23 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809464 | | | | $20.36 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809465 | | | | $16.51 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809466 | | | | $26.84 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809467 | | | | $15.83 | | |
| | 05-13-11 | 2400 | 0760 | | | | |
| | 4009809468 | | | | $18.46 | | |
| | 05-16-11 | 2400 | 0760 | | | | |
| | 4009803296 | | | | $15.07 | | |
| | 05-16-11 | 2400 | 0760 | | | | |
| | 4009824134 | | | | $21.52 | | |
| | 05-20-11 | 2400 | 0760 | | | | |
| | 0000052437 | | | | $10.88 | | |
| | 05-23-11 | 2400 | 0760 | | | | |
| | 4009831009 | | | | $9.04 | | |
| | | | | | $979.26 | | |
| | | | | TOTAL REMITTANCE: | $979.26 | | |

The claims listed above (totaling $979.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5410
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC4888 | 05-26-11 | | 2400 | 0760 | | | | |
| Califa Group | | 4107 | | | | $524.52 | | |
| 32 W 25th Ave Ste 201 | 05-26-11 | | 2400 | 0760 | | | | |
| Sant Mateo CA 94403 | | 4108 | | | | $78.68 | | |
| | | | | | | $603.20 | | |
| VC5168 | 06-01-11 | | 2400 | 0760 | | | | |
| Center Point Large Print | | 932188 | | | | $128.82 | | |
| 600 Brooks Road | | | | | | | | |
| PO Box 1 | | | | | | | | |
| Thorndike, ME 04986-0001 | | | | | | | | |
| VC0615-2 | 06-01-11 | | 2400 | 0760 | | | | |
| Random House | | 1081606114 | | | | $34.80 | | |
| Dept 0919 PO Box 120001 | 06-03-11 | | 2400 | 0760 | | | | |
| Dallas TX 75312-0919 | | 1081635517 | | | | $34.80 | | |
| | | | | | | $69.60 | | |
| VC4218-4 | 06-08-11 | | 2400 | 0760 | | | | |
| Baker & Taylor Books | | 4009821019 | | | | $19.86 | | |
| PO Box 277930 | 06-08-11 | | 2400 | 0760 | | | | |
| Atlanta GA 30384-7930 | | 4009821020 | | | | $164.08 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821021 | | | | $81.03 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821022 | | | | $146.55 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821023 | | | | $78.17 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821024 | | | | $22.23 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821025 | | | | $130.31 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821026 | | | | $39.37 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821027 | | | | $41.35 | | |
| | 06-08-11 | | 2400 | 0760 | | | | |
| | | 4009821028 | | | | $75.03 | | |
| | | | | | | $797.98 | | |
| VC8709 | 05-30-11 | | 1800 | 0726 | | | | |
| Minuteman Press | | 24822 | | | | $52.20 | | |
| 310 E Orangethorpe Ave Unit L | 06-06-11 | | 1800 | 0726 | | | | |
| Placentia CA 92870 | | 24845 | | | | $119.63 | | |
| | | | | | | $171.83 | | |
| | | | | | TOTAL REMITTANCE: | $1,771.43 | | |

The claims listed above (totaling $1,771.43) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5411

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC5764 | 06-11-11 | 0200 | | | | | |
| Union Bank of California PARS #6746022400 | 6746022400 | | | | $2,662.79 | | |
| Union Bank of California - PARS Trustee | | | | | | | |
| PO Box 85292 | | | | | | | |
| San Diego CA 92186-5292 | | | | | | | |
| VC5048 | 06-01-11 | 0309 | | | | | |
| Special District Risk Management | 0007928-IN | | | | $600.60 | | |
| 1112 I Street, Suite 300 | 06-01-11 | 0308 | | | | | |
| Sacramento, CA 95814-2865 | 0007928-IN | | | | $1,164.84 | | |
| | 06-01-11 | 0310 | | | | | |
| | 0007928-IN | | | | $310.96 | | |
| | 06-01-11 | 1900 | | | | | |
| | 0007928-IN | | | | $56.62 | | |
| | 06-01-11 | 0319 | | | | | |
| | 0007928-IN | | | | $213.35 | | |
| | 06-06-11 | 0306 | | | | | |
| | 0007983-IN | | | | $10,175.34 | | |
| | | | | | $12,521.71 | | |
| VC8326 | 05-31-11 | 1900 | 0738 | | | | |
| Richards, Watson & Gershon | 177870 | | | | $2,977.84 | | |
| 355 South Grand Avenue | | | | | | | |
| Los Angeles, CA 90071-3101 | | | | | | | |
| VC0000007198 | 06-06-11 | 1800 | 0726 | | | | |
| City of Placentia | 60485 | | | | $2,283.00 | | |
| 401 East Chapman Ave. | | | | | | | |
| Placentia, CA 92870 | | | | | | | |
| VC4829 | 06-01-11 | 1900 | 0739 | | | | |
| Hoang Computer Services | 00630 | | | | $600.00 | | |
| 6765 Westminster Bl. Ste C-PMB 103 | | | | | | | |
| Westminster, CA 92683 | | | | | | | |
| VC1426 | 06-01-11 | 1300 | | | | | |
| Legacy Integrative Solutions | 11347 | | | | $176.75 | | |
| 8734 Cleta Street, Unit D | | | | | | | |
| Downey, CA 90241 | | | | | | | |
| VC4739 | 06-04-11 | 1300 | | | | | |
| ADT Security Services Inc. | 49317845 | | | | $187.85 | | |
| P.O. Box 371956 | | | | | | | |
| Pittsburgh, PA 15250-7956 | | | | | | | |
| | | | | TOTAL REMITTANCE: | $21,409.94 | | |

The claims listed above (totaling $21,409.94) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/11
REPORT NO: 5412

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC10088 | 05-31-11 | 1300 | | | | | |
| EARTEL | 5338 | | | | $573.28 | | |
| 1316 W. Maurentania St. | 06-06-11 | 1300 | | | | | |
| Wilmington, CA 90744 | 5348 | | | | $540.35 | | |
| | | | | | $1,113.63 | | |
| VC5233-2 | 06-02-11 | 0700 | 0700 | | | | |
| AT&T | 000002406033 | | | | $102.77 | | |
| PO Box 9011 | 06-02-11 | 0700 | 0701 | | | | |
| Carol Stream, IL 60197-9011 | 000002406033 | | | | $283.64 | | |
| | | | | | $386.41 | | |
| VC0000009667 | 06-02-11 | 0700 | 0702 | | | | |
| Time Warner Cable | 8448400250124877 | | | | $136.22 | | |
| PO Box 60074 | 06-05-11 | 0700 | 0702 | | | | |
| City of Industry CA 91716-0074 | 8448400250276198 | | | | $138.95 | | |
| | | | | | $275.17 | | |
| VC6873-1 | 06-06-11 | 1400 | 0710 | | | | |
| Bear State Air Conditioning | 10-5-6068 | | | | $383.95 | | |
| 3548 Enterprise Dr. | | | | | | | |
| Anaheim, CA 92807-1640 | | | | | | | |
| VC6846-1 | 06-01-11 | 1300 | | | | | |
| Special T. Water Systems, Inc. | 24652 | | | | $33.00 | | |
| PO Box 165 | | | | | | | |
| Whittier, CA 90608-0165 | | | | | | | |
| VC0089-10 | 05-31-11 | 1001 | | | | | |
| Placentia Disposal #676 | 0676-000786155 | | | | $150.00 | | |
| PO Box 78829 | | | | | | | |
| Phoenix, AZ 85062-8829 | | | | | | | |
| VC4802-4 | 05-25-11 | 1800 | 0725 | | | | |
| Office Depot | 565719673001 | | | | $218.96 | | |
| PO Box 70025 | 05-25-11 | 1800 | 0725 | | | | |
| Los Angeles CA 90074-0025 | 564883575002 | | | | $311.01 | | |
| | 05-27-11 | 1800 | 0725 | | | | |
| | 565719782001 | | | | $9.78 | | |
| | | | | | $539.75 | | |
| | | | | TOTAL REMITTANCE: | $2,881.91 | | |

The claims listed above (totaling $2881.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/20/11
REPORT NO: 29

**The County Auditor is authorized to draw these checks from:**

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

***Process on the date specified.**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC6532<br>Placentia Library District<br>411 E. Chapman Ave<br>Placentia, CA 92870 | *07-4-11<br>Payroll #1 FY11/12 | 0100 | | | $ 40,000.00 | | |
| | | | | TOTAL REMITTANCE: | $ 40,000.00 | | |

The claims listed above (totaling $40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/20/11
REPORT NO: 30

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

**Placentia Library District**
**411 E Chapman Ave**
**Placentia, CA 92870**

***Process on the date specified.**

| APPROVED CLAIMS | | | | | | AC'S USE ONLY | |
|---|---|---|---|---|---|---|---|
| Vendor Code<br>Payee Name and Address | DATE<br>INVOICE # | OBJT<br>REV/<br>BS ACCT | DEPT<br>OBJT | REPT<br>CATG | AMOUNT | DOC<br>NUMBER | SC |
| VC6532<br>Placentia Library District<br>411 E. Chapman Ave<br>Placentia, CA 92870 | *07-15-11<br>Payroll #2 FY11/12 | 0100 | | | $ 40,000.00 | | |
| | | | | TOTAL REMITTANCE: | $ 40,000.00 | | |

The claims listed above (totaling $40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** **Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)**

**DATE:** June 20, 2011

**Fiscal Year 2010-2011**

| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | TOTAL ALL FUNDS | TOTAL EXCL GEN FUND |
|---|---|---|---|---|---|---|---|
| 07/31/10 | 10,238.00 | 12,208.25 | 175,822.59 | 1,294,948.84 | 11,912.65 | 1,505,130.33 | 210,181.49 |
| 8/31/2010 | 10,247.60 | 12,219.70 | 175,987.40 | 1,147,931.12 | 11,923.82 | 1,358,309.64 | 210,378.52 |
| 9/30/2010 | 10,247.60 | 12,219.70 | 175,987.40 | 1,094,842.08 | 11,923.82 | 1,305,220.60 | 210,378.52 |
| 10/31/10 | 10,255.08 | 12,228.62 | 176,115.81 | 907,612.87 | 11,932.52 | 1,118,144.90 | 210,532.03 |
| 11/30/2010 | 10,262.42 | 12,237.38 | 176,241.92 | 806,290.04 | 11,941.06 | 1,016,972.82 | 210,682.78 |
| 12/31/2010 | 10,262.42 | 12,237.38 | 176,241.92 | 1,419,527.63 | 11,941.06 | 1,630,210.41 | 210,682.78 |
| 01/31/11 | 10,255.95 | 12,229.66 | 176,241.92 | 1,124,243.74 | 11,933.53 | 1,334,904.80 | 210,661.06 |
| 2/28/2011 | 10,263.29 | 12,238.42 | 176,256.88 | 1,129,723.81 | 11,942.07 | 1,340,424.47 | 210,700.66 |
| 3/31/2011 | 10,263.29 | 12,238.42 | 176,256.88 | 1,333,588.78 | 11,942.07 | 1,544,289.44 | 210,700.66 |
| 04/30/11 | 0.00 | 0.00 | 0.00 | 1,798,444.61 | 0.00 | 1,798,444.61 | 0.00 |
| 5/31/2011 | 0.00 | 0.00 | 0.00 | 1,654,684.19 | 0.00 | 1,654,684.19 | 0.00 |
| 6/30/2011 | | | | | | 0.00 | 0.00 |
| | | | | | | | |
| Petty Cash | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| General Reserves | 0.00 | 0.00 | 0.00 | 388,173.78 | 0.00 | 388,173.78 | 0.00 |
| Impact Fees | 0.00 | 0.00 | 0.00 | 66,684.20 | 0.00 | 66,684.20 | 0.00 |

**Fiscal Year 2009-2010**

| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | TOTAL ALL FUNDS | TOTAL EXCL GEN FUND |
|---|---|---|---|---|---|---|---|
| 07/31/09 | 12,694.73 | 12,090.80 | 192,839.01 | 1,009,148.10 | 11,798.03 | 1,238,570.67 | 229,422.57 |
| 8/31/2009 | 12,707.31 | 12,103.56 | 193,042.42 | 979,726.69 | 11,810.48 | 1,209,390.46 | 229,663.77 |
| 9/30/2009 | 12,737.23 | 12,133.89 | 193,526.26 | 801,165.14 | 11,840.09 | 1,031,402.61 | 230,237.47 |
| 10/31/2009 | 12,737.07 | 12,150.02 | 193,783.51 | 616,189.36 | 11,855.83 | 846,715.79 | 230,526.43 |
| 11/30/2009 | 12,760.93 | 12,157.51 | 193,902.95 | 641,121.24 | 11,863.14 | 871,805.77 | 230,684.53 |
| 12/31/2009 | 12,768.82 | 12,165.02 | 194,022.78 | 1,166,971.27 | 11,870.47 | 1,397,798.36 | 230,827.09 |
| 1/31/2010 | 12,780.51 | 12,176.17 | 175,338.50 | 1,108,710.55 | 11,881.34 | 1,320,887.07 | 212,176.52 |
| 2/28/2010 | 12,785.78 | 12,181.20 | 175,418.14 | 952,298.51 | 11,886.25 | 1,164,569.88 | 212,271.37 |
| 3/31/2010 | 10,226.51 | 12,195.33 | 175,636.43 | 831,048.06 | 11,900.04 | 1,041,006.37 | 209,958.31 |
| 4/30/2010 | 10,225.55 | 12,194.29 | 175,621.51 | 1,239,836.52 | 11,899.03 | 1,449,776.90 | 209,940.38 |
| 5/31/2010 | 10,232.50 | 12,201.70 | 175,728.16 | 1,341,201.92 | 11,906.25 | 1,551,270.53 | 210,068.61 |
| 6/30/2010 | 10,238.00 | 12,208.25 | 175,822.59 | 1,294,948.84 | 11,912.65 | 1,505,130.33 | 210,181.49 |
| | | | | | | | |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Financial Reports through May 2011 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

**DATE:** June 20, 2011

## Summary of Cash and Investments as of May 31, 2011

| | |
|---|---|
| Cash with Orange County Treasurer Fund 707 | 1,654,684.19 |
| Reserves with Orange County Treasurer Fund 707 | 388,173.78 |
| General Fund Checking – Bank of the West | 79,871.42 |
| General Fund Savings – Bank of the West | 344,429.82 |
| Payroll Checking – Wells Fargo Bank | 144,862.25 |
| **Total Cash and Investments** | **2,612,021.46** |

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.

Jeanette Contreras
Library Director

# PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
May 31, 2011

| GENERAL Fund 707 | REV SRCE | DESCRIPTION | BUDGET | YTD ACTUAL | BALANCE | PERCENT % RECEIVED |
|---|---|---|---|---|---|---|
| **TAXES** | | | | | | |
| | 6210 | Property Taxes - Current Secured | 1,668,964 | 1,741,711 | (72,747) | 104.4% |
| | 6220 | Property Taxes - Current Unsecured | 61,932 | 64,609 | (2,677) | 104.3% |
| | 6230 | Property Taxes - Prior Secured | 0 | - | - | 100.0% |
| | 6240 | Property Taxes - Prior Unsecured | 0 | - | - | 100.0% |
| | 6250 | Taxes - Spec Dist Augmentation | 3,962 | 4,112 | (150) | 103.8% |
| | 6280 | Property Taxes - Curr Supplemental | 14,621 | 15,549 | (928) | 106.3% |
| | 6300 | Property Taxes - Prior Supplemental | 5,847 | 3,598 | 2,249 | 61.5% |
| | 6540 | Penalties & Costs on Delinq Taxes | 1,563 | 1,129 | 434 | 72.2% |
| **REVENUE FROM USE OF MONEY & PROP'Y** | | | | | | |
| | 6610 | Interest | 8,456 | 7,194 | 1,262 | 85.1% |
| **INTERGOVERNMENTAL REVENUES** | | | | | | |
| | 6690 | State - Homeowners Property Tax Relief | 12,476 | 13,063 | (587) | 104.7% |
| | 6970 | State - Other | 18,844 | 26,728 | (7,884) | 141.8% |
| **MISCELLANEOUS REVENUES** | | | | | | |
| | 7670 | Miscellaneous Revenue (Local Revenue) | 30,000 | 32,702 | (2,702) | 109.0% |
| | | Passports | 62,800 | 90,518 | (27,718) | 144.1% |
| | | DVD Rental | 4,000 | 6,662 | (2,662) | 166.6% |
| | | Meeting Room | 4,000 | 8,160 | (4,160) | 204.0% |
| | | Test Proctor | 0 | 3,000 | (3,000) | 100% |
| | | FY 09/10 Funds Available | 262,713 | | | |
| | | **TOTALREVENUES FY 10/11:** | 2,160,178 | 2,018,735 | 2,008,437 | 93.5% |
| **MISCELLANEOUS REVENUES (Restricted)** | | | | | | |
| | | Impact Fees | 0 | 52,823 | (52,823) | 100.0% |
| | | Emergency Payroll | 0 | 26,562 | (26,562) | 100.0% |
| | | City of Placentia Tax Sharing Agreement | 0 | 3,896 | (3,896) | 100.0% |

# PLACENTIA LIBRARY DISTRICT

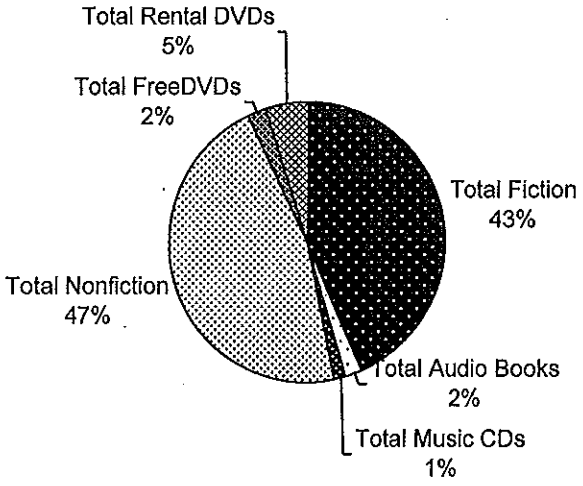
EXPENDITURES REPORT
May 31, 2011
92% of year completed

| ACCOUNT | DESCRIPTION | APPROPRIATIONS | EXPENDED | CURRENT | REMAINDER |
|---|---|---|---|---|---|
| **SALARIES & EMPLOYEE BENEFITS** | | | | | |
| 0100 | Salaries & Wages | 1,080,094 | 863,789 | 0.80 | $216,305 |
| 0200 | Retirement | 77,295 | 62,188 | 0.80 | $15,107 |
| 0301 | Unemployment Insurance | 6,000 | 4,872 | 0.81 | $1,128 |
| 0306 | Health Insurance | 106,622 | 102,355 | 0.96 | $4,267 |
| 306 | Employee Assistance Program | 787 | 605 | 0.77 | $182 |
| 0308 | Dental Insurance | 15,274 | 13,612 | 0.89 | $1,662 |
| 0309 | Life Insurance | 8,324 | 7,356 | 0.88 | $968 |
| 0310 | AD & D Insurance | 4,737 | 3,702 | 0.78 | $1,035 |
| 0319 | Vision Insurance | 2,486 | 2,192 | 0.88 | $294 |
| 0350 | Workers' Compensation Insurance | 10,000 | 5,285 | 0.53 | $4,715 |
| | TOTAL | $1,311,619 | $1,065,955 | 0.81 | $245,664 |
| **SERVICES & SUPPLIES** | | | | | |
| 0700 | Communications | 17,000 | 5,945 | 0.35 | $11,055 |
| 0900 | Food | 1,000 | 968 | 0.97 | $32 |
| 1000 | Household Expenses | 8,000 | 11,027 | 1.38 | -$3,027 |
| 1100 | Library Insurance | 15,000 | 11,291 | 0.75 | $3,709 |
| 1300 | Maintenance, Equipment | 25,000 | 16,319 | 0.65 | $8,681 |
| 1400 | Maintenance, Buildings & Improvements | 65,000 | 20,995 | 0.32 | $44,005 |
| 1600 | Memberships | 4,700 | 5,742 | 1.22 | -$1,042 |
| 1800 | Office Expenses | 35,000 | 29,491 | 0.84 | $5,509 |
| 1803 | Postage | 5,000 | 3,645 | 0.73 | $1,355 |
| 1900 | Prof./Specialized Services | 149,100 | 142,522 | 0.96 | $6,578 |
| 1912 | Investment Administrative Fees | 1,500 | 1,175 | 0.78 | $325 |
| 2000 | Publication and Legal Notices | 1,000 | 0 | 0.00 | $1,000 |
| 2100 | Rents and Leases - Equipment | 1,000 | 423 | 0.42 | $577 |
| 2200 | Rents & Leases - Buildings & Improvements | 35,000 | 71,569 | 2.04 | -$36,569 |
| 2400 | Books/Library Materials | 150,000 | 129,477 | 0.86 | $20,523 |
| 2600 | Transportation & Travel | 2,000 | 71 | 0.04 | $1,929 |
| 2700 | Meetings | 6,500 | 7,600 | 1.17 | -$1,100 |
| 2800 | Utilities | 85,000 | 72,152 | 0.85 | $12,848 |
| | TOTAL | $606,800 | $530,414 | 0.87 | $76,386 |
| OTHER CHARGES | | | | | |
| 3700 | Taxes and Assessments | $7,000 | $6,187 | 0.88 | $813 |
| | **OPERATING EXPENSES** | **$1,918,419** | **$1,602,556** | **0.84** | **$315,863** |
| **FIXED ASSETS & CONTINGENCY FUNDS** | | | | | |
| 4000 | Equipment | $10,000 | $12,358 | 1.24 | -$2,358 |
| 4200 | Structures/Improvements | 100,000 | $94,578 | 0.00 | $5,422 |
| 5200 | Contingency Funds | $124,759 | $0 | 0.00 | $124,759 |
| | TOTAL | $234,759 | $106,937 | 0.46 | $127,822 |
| **TOTAL BUDGET (Fund 707)** | | **$2,160,178** | **$1,709,493** | **0.79** | **$450,685** |
| Reserves | General Reserves | $10,000 | $0 | 0.00 | $10,000 |
| | 702-Equipment & Structural Repair Fund | $10,265 | $1 | 0.00 | $10,264 |
| | 703-Automated Replacement Fund | $12,236 | $1 | 0.00 | $12,235 |
| | 706-Interest & Sinking Bond Redemption | $175,985 | $15 | 0.00 | $175,970 |
| | 708-Unused Sick Leave Payoff Reserve | $11,939 | $1 | 0.00 | $11,938 |
| | Impact Fees | $42,732 | $0 | 0.00 | $42,732 |

# Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF MAY, 2011

| | Amount | Titles | Volumes |
|---|---|---|---|
| Total Fiction | $64,653 | 3,920 | 4,920 |
| Total Non-Fiction | $68,825 | 2,088 | 3,744 |
| Total Music CDs | $1,799 | 102 | 103 |
| Total Audio Books | $3,075 | 93 | 93 |
| Total Free DVDs | $3,634 | 133 | 160 |
| Total Rental DVDs | $7,279 | 203 | 274 |
| TOTAL MATERIALS | $149,265 | 6,539 | 9,294 |




The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.

**ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF MAY 2011**

Prepared by Katie Matas, Acquisitions Librarian

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Amount | Titles | Volumes | Amount | Titles | Volumes | Amount | Titles | Volumes | Value | Titles | Volumes | Amount | Titles | Volumes |
| Adult Fiction | $16,875 | 925 | 953 | $367 | 6 | 33 | $17,243 | 931 | 986 | $1,405 | 50 | 51 | $18,647 | 981 | 1,037 |
| Adult Non-Fiction | $21,634 | 937 | 953 | $537 | 21 | 37 | $22,171 | 958 | 990 | $424 | 18 | 18 | $22,595 | 976 | 1,008 |
| Adult Reference | $919 | 13 | 13 | $0 | 0 | 0 | $919 | 13 | 13 | $60 | 3 | 3 | $979 | 16 | 16 |
| Adult magazines | $5,180 | 97 | 1584 | $0 | 0 | 0 | $5,180 | 97 | 1584 | $0 | 0 | 0 | $5,180 | 97 | 1,584 |
| Adult on-line databases | $17,549 | 6 | 0 | $0 | 0 | 0 | $17,549 | 6 | 0 | $0 | 0 | 0 | $17,549 | 6 | 0 |
| Total Adult Non-Fiction | $45,282 | 1053 | 2550 | $537 | 21 | 37 | $45,819 | 1074 | 2587 | $484 | 21 | 21 | $46,303 | 1095 | 2608 |
| TOTAL ADULT PRINT MATERIALS | $62,158 | 1978 | 3503 | $904 | 27 | 70 | $63,061 | 2005 | 3573 | $1,889 | 71 | 72 | $64,950 | 2076 | 3645 |
| Adult Music CDs | $1,757 | 100 | 100 | $0 | 0 | 0 | $1,757 | 100 | 100 | $398 | 24 | 24 | $2,155 | 124 | 124 |
| Adult Audio Books | $2,542 | 68 | 68 | $61 | 2 | 2 | $2,603 | 70 | 70 | $164 | 3 | 3 | $2,768 | 73 | 73 |
| Adult Free DVDs | $1,288 | 41 | 41 | $0 | 0 | 0 | $1,288 | 41 | 41 | $0 | 0 | 0 | $1,288 | 41 | 41 |
| Adult Rental DVDs | $3,596 | 131 | 131 | $0 | 0 | 0 | $3,596 | 131 | 131 | $200 | 11 | 11 | $3,796 | 142 | 142 |
| TOTAL ADULT NON-PRINT MATERIALS | $9,184 | 340 | 340 | $61 | 2 | 2 | $9,245 | 342 | 342 | $762 | 38 | 38 | $10,007 | 380 | 380 |
| TOTAL ADULT MATERIALS | $71,341 | 2318 | 3843 | $965 | 29 | 72 | $72,306 | 2,347 | 3,915 | $2,651 | 109 | 110 | $74,957 | 2,456 | 4,025 |
| Juvenile Fiction | $34,567 | 1,971 | 2,938 | $0 | 0 | 0 | $34,567 | 1971 | 2938 | $1,021 | 77 | 81 | $35,588 | 2,048 | 3,019 |
| Young Adult Fiction | $13,210 | 1,024 | 1,029 | $0 | 0 | 0 | $13,210 | 1,024 | 1,029 | $341 | 20 | 20 | $13,551 | 1,044 | 1,049 |
| Total Juvenile Fiction | $47,778 | 2,995 | 3,967 | $0 | 0 | 0 | $47,778 | 2995 | 3967 | $1,362 | 97 | 101 | $49,139 | 3,092 | 4,068 |
| Juvenile Non-Fiction | $18,367 | 896 | 926 | $1,115 | 40 | 40 | $19,481 | 936 | 966 | $375 | 15 | 15 | $19,856 | 951 | 981 |
| Young Adult Non-Fiction | $2,475 | 112 | 114 | $0 | 0 | 0 | $2,475 | 112 | 114 | $160 | 9 | 12 | $2,635 | 121 | 126 |
| Juvenile Reference | $1,705 | 11 | 38 | $366 | 22 | 22 | $2,071 | 33 | 60 | $0 | 0 | 0 | $2,071 | 33 | 60 |
| Juvenile Magazines | $597 | 15 | 116 | $0 | 0 | 0 | $597 | 15 | 116 | $0 | 0 | 0 | $597 | 15 | 116 |
| Juvenile on-line databases | $399 | 1 | 0 | $0 | 0 | 0 | $399 | 1 | 0 | $0 | 0 | 0 | $399 | 1 | 0 |
| Total Juvenile Non-Fiction | $23,542 | 1035 | 1194 | $1,481 | 62 | 62 | $25,023 | 1097 | 1256 | $535 | 24 | 27 | $25,558 | 1121 | 1283 |
| TOTAL JUVENILE PRINT MATERIALS | $71,320 | 4,030 | 5,161 | $1,481 | 62 | 62 | $72,801 | 4,092 | 5,223 | $1,896 | 121 | 128 | $74,697 | 4,213 | 5,351 |
| Juvenile Music CDs | $42 | 2 | 3 | $0 | 0 | 0 | $42 | 2 | 3 | $20 | 1 | 1 | $62 | 3 | 4 |
| Juvenile Audio Books | $533 | 25 | 25 | $0 | 0 | 0 | $533 | 25 | 25 | $0 | 0 | 0 | $533 | 25 | 25 |
| Juvenile Free DVDs | $2,346 | 92 | 119 | $0 | 0 | 0 | $2,346 | 92 | 119 | $0 | 0 | 0 | $2,346 | 92 | 119 |
| Juvenile Rental DVDs | $3,683 | 72 | 143 | $0 | 0 | 0 | $3,683 | 72 | 143 | $0 | 0 | 0 | $3,683 | 72 | 143 |
| TOTAL JUVENILE NON-PRINT MATERIALS | $6,604 | 191 | 290 | $0 | 0 | 0 | $6,604 | 191 | 290 | $20 | 1 | 1 | $6,624 | 192 | 291 |
| TOTAL JUVENILE MATERIALS | $77,924 | 4221 | 5451 | $1,481 | 62 | 62 | $79,405 | 4283 | 5513 | $1,916 | 122 | 129 | $81,322 | 4405 | 5642 |
| Total Fiction | $64,653 | 3,920 | 4,920 | $367 | 6 | 33 | $65,020 | 3926 | 4953 | $2,766 | 147 | 152 | $67,786 | 4,073 | 5,105 |
| Total Non-Fiction | $68,825 | 2,088 | 3,744 | $2,017 | 83 | 99 | $70,842 | 2171 | 3843 | $1,019 | 45 | 48 | $71,861 | 2216 | 3891 |
| Total Music CDs | $1,799 | 102 | 103 | $0 | 0 | 0 | $1,799 | 102 | 103 | $418 | 25 | 25 | $2,217 | 127 | 128 |
| Total Audio Books | $3,075 | 93 | 93 | $61 | 2 | 2 | $3,136 | 95 | 95 | $164 | 3 | 3 | $3,301 | 98 | 98 |
| Total Free DVDs | $3,634 | 133 | 160 | $0 | 0 | 0 | $3,634 | 133 | 160 | $0 | 0 | 0 | $3,634 | 133 | 160 |
| Total Rental DVDs | $7,279 | 203 | 274 | $0 | 0 | 0 | $7,279 | 203 | 274 | $200 | 11 | 11 | $7,479 | 214 | 285 |
| TOTAL MATERIALS | $149,265 | 6539 | 9294 | $2,446 | 91 | 134 | $151,711 | 6630 | 9428 | $4,568 | 231 | 239 | $156,279 | 6861 | 9667 |

Outstanding Orders as of May 2011

| General Fund | Adopt-a-book | TOTAL |
|---|---|---|
| $2,761 | $47 | $2,808 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** **Entrepreneurial Activities Report for May 2011**

**DATE:** June 20, 2011

**May 2011 Net Revenue Summary**

| | | | YTD | YTD |
|---|---|---|---|---|
| | May-11 | May-10 | 2010-2011 | 2009-2010 |
| | | | | |
| Passport | 8,475.00 | 11,492.00 | 74,851.00 | 77,838.00 |
| Passport Photos | 1,644.00 | 1,885.00 | 15,667.00 | 12,540.00 |
| Test Proctor | 500.00 | 100.00 | 3,000.00 | 2,602.00 |
| Meeting Room | 495.00 | 250.00 | 8,160.00 | 4,390.00 |
| DVD Rentals | 457.00 | 524.00 | 6,662.00 | 6,122.00 |
| **Total** | 11,571.00 | 14,251.00 | 108,340.00 | 103,492.00 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** **Personnel Report for May 2011**

**DATE:** June 20, 2011

| | | | YTD | YTD |
|---|---|---|---|---|
| | May-11 | May-10 | 2010-2011 | 2009-2010 |
| | | | | |
| Separation | 0 | 0 | 2 | 1 |
| Retirement | 0 | 0 | 0 | 0 |
| Appointments | 0 | 0 | 1 | 6 |
| Open Positions | 3 | 0 | 4 | 5 |
| Workers' Compensation Leave | 0 | 0 | 0 | 0 |
| Total | 3 | 0 | 7 | 12 |

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (30 hours)
(2) Librarian I (40 hours)

WORKERS' COMPENSATION LEAVE:
None

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Circulation Supervisor

**SUBJECT:** CirculationActivity Report

**DATE:** **June 20, 2011**

## MONTHLY STATISTICS

**May 2011**

| CIRCULATION | | | | Y-T-D | Y-T-D | Y-T-D |
|---|---|---|---|---|---|---|
| | May-11 | May-10 | | 2010-11 | 2009-10 | % change |
| New Patron Registrations | 299 | 326 | | 3,580 | 4,076 | -12.2% |
| Total Circulation | 16,887 | 18,379 | | 198018 | 198679 | -0.3% |
| Total Active Borrowers* | 9,176 | 0 | | 149975 | 161979 | -7.4% |
| Attendance | 21,410 | 24,582 | | 205878 | 272033 | -24.3% |
| Registered Card Holders | 33,589 | 29,572 | | 352814 | 307588 | 3.8% |
| | | | | | | |
| Adult Fiction | 3,193 | 3,461 | | 33,998 | 34,806 | -2.3% |
| Adult Nonfiction | 2,389 | 2,939 | | 27,534 | 27,976 | -1.6% |
| Adult Magazines | 328 | 325 | | 3,943 | 3,999 | -1.4% |
| | | | | | | |
| Adult Music CDs | 252 | 468 | | 3,871 | 4,456 | -13.1% |
| Adult Audio Books | 622 | 742 | | 7,110 | 7,476 | -4.9% |
| Adult Free DVDs | 288 | 420 | | 4,751 | 4,883 | -2.7% |
| Adult Rental DVDs | 401 | 474 | | 5,282 | 6,142 | -14.0% |
| | | | | | | |
| JV Fiction | 5,672 | 5,730 | | 66,921 | 64,621 | 3.6% |
| YA Fiction | 870 | 684 | | 7,093 | 7,327 | -3.2% |
| | | | | | | |
| JV Nonfiction | 1,370 | 1,362 | | 14,778 | 14,143 | 4.5% |
| YA Nonfiction | 47 | 55 | | 472 | 429 | 10.0% |
| JV Magazines | 8 | 2 | | 82 | 45 | 82.2% |
| | | | | | | |
| JV Music CDs | 37 | 59 | | 521 | 469 | 11.1% |
| JV Audio Books | 27 | 45 | | 339 | 360 | -5.8% |
| JV Free DVDs | 661 | 848 | | 8,917 | 8,657 | 3.0% |
| JV Rental DVDs | 210 | 142 | | 1,989 | 1,898 | 4.8% |

* No data available to retrieve information for active borrowers in the month of May year 2010.

**PATRON COUNT**

| | Sun | Mon | Tues | Wed | Thur | Sat | Total/Hr. |
|---|---|---|---|---|---|---|---|
| 9:00 | - | 716 | 342 | 558 | 611 | 700 | 2,927 |
| 10:00 | - | 348 | 594 | 396 | 650 | 469 | 2,457 |
| 11:00 | - | 418 | 778 | 428 | 581 | 509 | 2,714 |
| 12:00 | - | 594 | 840 | 483 | 427 | 508 | 2,852 |
| 1:00 | 1,137 | 383 | 368 | 478 | 541 | 504 | 3,411 |
| 2:00 | 876 | 284 | 769 | 635 | 469 | 678 | 3,711 |
| 3:00 | 775 | 683 | 938 | 906 | 586 | 663 | 4,551 |
| 4:00 | 836 | 764 | 978 | 784 | 1,268 | 519 | 5,149 |
| 5:00 | - | 594 | 1,324 | 762 | 1,103 | - | 3,783 |
| 6:00 | - | 737 | 1,153 | 1,300 | 702 | - | 3,892 |
| 7:00 | - | 771 | 1,311 | 615 | 647 | - | 3,344 |
| 8:00 | - | 617 | 737 | 793 | 746 | - | 2,893 |
| **Total/Day** | 3,624 | 6,909 | 10,132 | 8,138 | 8,331 | 4,550 | 41,684 |
| | | | | | **Grand Total** | | **21,410** |

**PASSPORT SERVICES**

| | Sun | Mon | Tues | Wed | Thur | Sat | Total/Hr. |
|---|---|---|---|---|---|---|---|
| 9:00 | 0 | 5 | 1 | 0 | 0 | 11 | 17 |
| 10:00 | 0 | 0 | 3 | 0 | 0 | 8 | 11 |
| 11:00 | 0 | 1 | 3 | 3 | 2 | 13 | 22 |
| 12:00 | 0 | 0 | 0 | 0 | 2 | 12 | 14 |
| 1:00 | 20 | 0 | 4 | 1 | 1 | 15 | 41 |
| 2:00 | 15 | 5 | 2 | 3 | 2 | 11 | 38 |
| 3:00 | 23 | 14 | 2 | 1 | 3 | 14 | 57 |
| 4:00 | 6 | 8 | 9 | 2 | 1 | 2 | 28 |
| 5:00 | 0 | 7 | 10 | 6 | 8 | 0 | 31 |
| 6:00 | 0 | 5 | 15 | 7 | 10 | 0 | 37 |
| 7:00 | 0 | 8 | 9 | 3 | 8 | 0 | 28 |
| 8:00 | 0 | 5 | 3 | 2 | 5 | 0 | 15 |
| **Total/Day** | 64 | 58 | 61 | 28 | 42 | 86 | **339** |
| | | | | | | | **Grand Total** |

**STAFF ACTIVITY**

May 01, 2011- Estella and Beatrice cleaned the staff lounge.
May 01, 2011- Fernando met with Yesenia to begin working on staff evaluations.
May 03, 2011- Fernando attended weekly Supervisor's meeting.
May 04, 2011- Fernando and Jesus cleaned the staff lounge.
May 10, 2011- Laura M. and Saul cleaned the staff lounge.
May 10, 2011- Fernando attended weekly Supervisor's meeting.
May 10, 2011- Laura attended Summer Reading Celebration meeting.
May 14, 2011- Shawn and Esther cleaned the staff lounge.
May 16, 2011- Fernando set up the microphones for the Board meeting.
May 16, 2011- Fernando attended the Board meeting.
May 17, 2011- Beatrice, Estella, Jesus, Larry, Vanita, and Fernando attended all staff meeting.
May 17, 2011- Laura attended Summer Reading Celebration meeting.
May 17, 2011- Ed and Estella cleaned the staff lounge.
May 17, 2011- Fernando attended weekly Supervisor's meeting.
May 18, 2011- Pages did some shifting as requested by librarians.
May 22, 2011- Laura C. and Winston cleaned the staff lounge.
May 24, 2011- Laura attended Summer Reading Celebration meeting.
May 25, 2011- Beatrice and Larry cleaned the staff lounge.
May 28, 2011- Fernando began cleaning the desk where the staff printer in the workroom is found.
May 28, 2011- Fernando began to clean Katie's old office.
May 29, 2011- Laura M. and Saul cleaned the staff lounge.
May 31, 2011- Fernando attended weekly Supervisor's meeting.
May 31, 2011- All evening pages and clerks helped with the Dixie Shaw ceremony set up and break down.
May 31, 2011- Fernando held a department meeting where Tim, Winston, Laura C., Estella, Larry, and Yesenia attended.

**ONGOING PROJECTS**

Saul Ulloa is working on reducing the number of claims return items on the claims return list.
Laura M. continues her involvement with the SRP committee in preparation for the event.
Fernando is working on staff performance evaluations.

**NEW PROJECTS AND ACTIVITIES**

Circulation will work with Nadia to shift all the adult DVD's.
Fernando will have to relocate to a new work area.
Circulation staff is relocating the fax machine and cleaning the desk area where it was.
Shelf reading will be implemented and will become a new ongoing project.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Marisa Timothy, Administrative Assistant

**SUBJECT:** **City of Placentia Invoices**

**DATE:** June 20, 2011

CITY OF PLACENTIA
INVOICES

| PERIOD COVERED FY2010-2011 | INVOICE DATE | SO. CA. EDISON | TURF | GROUNDS | IRRIGATION CONTROL | TOTAL |
|---|---|---|---|---|---|---|
| Jul-10 | 08/31/10 | 6,892.73 | 1,452.50 | 142.50 | 14.42 | $8,502.15 |
| Aug-10 | 10/12/10 | 6,848.56 | 1,425.50 | 142.50 | * | $8,443.56 |
| Sep-10 | 10/28/10 | 6,571.73 | 1,452.50 | 142.50 | * | $8,166.73 |
| Oct-10 | 11/23/10 | 4,688.88 | 1,452.50 | 142.50 | * | $6,283.88 |
| Nov-10 | 12/08/10 | 3,832.05 | 1,452.50 | 142.50 | * | $5,427.05 |
| Dec-10 | 02/01/11 | 3,337.15 | 1,452.50 | 142.50 | * | $4,932.15 |
| Jan-11 | 02/15/11 | 3,412.40 | 1,452.50 | 142.50 | 7.68 | $5,015.08 |
| Feb-11 | 3/17/11 | 3,401.08 | 1,452.50 | 142.50 | 7.64 | $5,003.72 |
| Mar-11 | 05/11/11 | 3,477.15 | 1,452.50 | 142.50 | 7.64 | $5,079.79 |
| Apr-11 | 05/11/11 | 3,620.66 | 1,452.50 | 142.50 | 7.61 | $5,223.27 |
| May-11 | * | * | * | * | * | * |
| Jun-11 | * | * | * | * | * | * |
| | TOTAL | 45,882.39 | 14,525.00 | 1,425.00 | 44.99 | $62,077.38 |
| | AVG | 4,588.23 | 1,452.50 | 142.50 | 4.49 | $6,207.73 |

*** City Billing Not Received**

| FY2009-2010 | DATE INVOICE | SO. CA. EDISON | TURF | GROUNDS | IRRIGATION CONTROL | TOTAL |
|---|---|---|---|---|---|---|
| Jul-09 | 02/03/10 | 7,927.04 | 1,605.36 | 137.25 | 70.71 | 9,740.36 |
| Aug-09 | 02/03/10 | 7,315.95 | 1,605.36 | 134.30 | 12.79 | 9,068.40 |
| Sep-09 | 02/03/10 | 7,803.57 | 1,605.36 | 142.53 | 12.77 | 9,564.23 |
| Oct-09 | 02/03/10 | 3,853.51 | 1,605.36 | * | 12.78 | 5,471.65 |
| Nov-09 | 02/03/10 | 3,835.72 | 1,605.36 | 138.05 | 12.80 | 5,591.93 |
| Dec-09 | 02/03/10 | 3,327.17 | 1,605.36 | 132.42 | * | 5,064.95 |
| Jan-10 | 05/10/10 | 3,327.17 | 1,605.36 | 132.11 | * | 5,064.64 |
| Feb-10 | 05/10/10 | 3,306.59 | 1,605.36 | 132.11 | * | 5,044.06 |
| Mar-10 | 05/10/10 | 3,802.36 | 1,605.36 | 142.50 | 14.39 | 5,564.61 |
| Apr-10 | 5/10&8/5/10 | 3,796.14 | 1,605.36 | 142.50 | 14.39 | 5,558.39 |
| May-10 | 5/10&8/5/10 | 3,948.92 | 1,605.36 | 142.50 | 14.44 | 5,711.22 |
| Jun-10 | 5/10&7/15/10 | 7,023.20 | 1,605.36 | 142.50 | 14.41 | 8,785.47 |
| TOTAL | | 59,267.34 | 19,264.32 | 1,518.77 | 179.48 | $80,229.91 |
| AVG | | 4,938.94 | 1,605.36 | 138.07 | 19.94 | $6,685.82 |

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Library Director's Report for May 2011**

**DATE:** June 20, 2011

## Accomplishments

- Continued to meet with supervisors to prepare for and discuss the budget for fiscal year 2011-2012.
- Met with supervisors from Adult, Children's and Circulation to provide guidance and assistance on personnel matters including performance evaluations.
- Conducted and reviewed performance evaluation with Business Manager.
- Finalized contract for the automatic door replacement project.
- Finalized contract for the post construction cleaning project.
- Provided new letterings for the Library for an improved and more professional environment.
- Planned, coordinated, and hosted the Gordon and Dixie Shaw Children's Library Dedication.

## Community / Outreach

- Funeral for a member of the Placentia Roundtable Women's Club – May 2nd
- Installation of new Police Chief, Rick Hicks – May 2nd
- Gordon and Dixie Shaw Children's Library Dedication – May 31st

## Meetings

- Library Board of Trustees meetings – May 16th, 19th
- Supervisors/Manager meetings – May 3rd, 10th, 17th, 24th
- All Staff meeting – May 17th
- Rotary – May 4th, 11th, 18th, 25th
- Roundtable Women's Club – May 4th
- Auditors – May 3rd
- Summer Reading Celebration – May 17th
- Southern California Library Cooperative (SCLC) Library Director's Meeting – May 19th

## Projects in Progress

- Facility projects – staff & ADA restrooms, automatic door replacement and plumbing system replacement
- Recruitments for Library Aide and Librarian I positions
- Summer Reading Celebration
- IT staffing and plans
- National Night Out
- Heritage Parade & Festival
- Staff Appreciation and Recognition Dinner

I also attended the *War Beneath the Waves* book discussion on May 10th.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Al Shkoler, Interim IT Manager

**SUBJECT:** Library Services Manager / IT Report for May 2011

**DATE:** June 20, 2011

## Activities Report

Attended staff meeting to plan IT coverage during my upcoming vacation. Patrick should be available pending the recovery of his father from severe health issues. The managers are comfortable with their own ability to handle common everyday issues and Katie provides additional IT capability. Everyone is in agreement that the new staff computers are working very well and do not often require any service. Fernando requested that the Circ printer be made a standalone printer so it will be available even if Estella's computer, which it is now connected to, is not on. This will be taken care of upon my return.

## Achievements

All of the new staff computers have been configured and are in use. One of the retired staff computers has been updated with additional RAM from a similar retired computer and has been put back in service for part time employees so they can check their library email accounts.

Software for controlling the outdoor sign was installed on Jesus's new computer.

The printer from the computer lab was moved to the Children's Department and replaced with a different printer.

The mail library server is running out of storage space. I purchased two additional hard drives and will install and configure them upon my return. Anomalies can occur when computers run out of space and hopefully this will clear up some of the unusual events we have experienced. (All of the public computers have shut down three different times without human intervention)

Taught two classes in the lab, including a beginning Excel class.

There are ongoing issues with our web site host. We are able to keep it functioning but we are looking for a long term solution. The problem is the web site was written in Joomla and we don't have anyone on staff who is technically proficient in that programming language. We have looked for a local consultant but so far we haven't found anyone. Still looking.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Lori Worden, Children's Librarian II

**SUBJECT:** Children's Services Monthly Activity Report for May 2011

**DATE:** June 20, 2011

## MONTHLY STATISTICS

### Childrens Desk Activity

| | May 2011 | May 2010 | Y-T-D 2010-11 | Y-T-D 2009-10 | Y-T-D % change |
|---|---|---|---|---|---|
| Phone reference: | 77 | 31 | 564 | 288 | 95.83% |
| In person reference/research: | 703 | 559 | 7277 | 5901 | 23.32% |
| **Total Reference** | **780** | **590** | **7841** | **6195** | 26.57% |
| Total Number of Programs | 29 | 25 | 272 | 282 | -3.55% |
| Total Programs Attendance | 1706 | 851 | 11693 | 9443 | 23.83% |

## PROGRAM STATISTICS

| TYPE OF PROGRAM | NUMER OF PROGRAMS | TOTAL ATTENDANCE |
|---|---|---|
| F.I.R.S.T. – Family Interactive Reading and Sharing Time | 1 | 24 |
| Read to the Dogs | 1 | 30 |
| Preschool Story Times I & II: 3-6 years | 10 | 207 |
| Pocket Tales: Stories, music, and movement. | 4 | 146 |
| Lap Sit 24 months & younger | 4 | 245 |
| P-TAC | 2 | 42 |
| Family Game Day | 1 | 25 |
| Super STAR Storytime | 1 | 15 |
| 5/5 Raising a Reader Preschool Program, Ruby Dr. School Tour | 1 | 60 |
| 5/14 Imagination Celebration: Dan Crow | 1 | 52 |
| 5/16 Cub Scout Tour | 1 | 10 |

| | | |
|---|---|---|
| 5/24 Morse Elementary School- SRP Visit | **1** | **450** |
| 5/25 Brookhaven Elementary School- SRP Visit | **1** | **400** |
| **Total May 2011** | **29** | **1,706** |
| **Total May 2010** | **25** | **851** |
| **Current FY to date** | **272** | **11,693** |
| **Previous FY to date** | **282** | **9,443** |

**Achievements:**

- Lori Worden and Brenda Ramirez participated in the library's Summer Reading Celebration committee.
- Lori Worden spoke to all students at Brookhaven and Morse Elementary schools to invite them to participate in the library's Summer Reading Program.
- Lori Worden attended supervisors' meetings with Jeanette Contreras.
- Lori Worden attended the Placentia Library Board meeting in May.
- Brenda Ramirez, Toby Silberfarb, Coleen Wakai, and Lori Worden attended computer training sessions presented by University of Phoenix staff.
- Children's staff attended the Gordon C. and Dixie M. Shaw Children's Library dedication ceremony.

**In Progress:**

- Children's staff members are completing preparations for this year's Summer Reading Program, which begins June 20.
- Lori Worden is planning the PLFF Breakfast to be held on June 20 to thank Placentia Library Friends Foundation members for their assistance for this year's library Summer Reading Program.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Toby Silberfarb, Volunteers

**SUBJECT:** Volunteer Report for May 2011

**DATE:** June 20, 2011

**Volunteer Hours:**

| | May 2011 | May 2010 | Y-T-D 2010-11 | Y-T-D 2009-10 | Y-T-D % change |
|---|---|---|---|---|---|
| History Room | 34 | 77 | 231.5 | 248 | -6.65% |
| PLFF | 497 | 517 | 918 | 1025 | -10.44% |
| Library (General) | 316 | 341.5 | 719.75 | 576.5 | 24.85% |
| Computer Literacy | 12 | 6 | 828.5 | 973 | -14.85% |
| Homework Club | 124 | 88 | 650.25 | 554 | 17.37% |
| Tutors (Adult Literacy) | 27 | 51.5 | 27 | 51.5 | -47.57% |

**Achievements:**

- Interviewed potential volunteers for homework club and Summer Reading Program
- Referred potential Tech Volunteers to Nadia Dallstream
- Referred potential Adult Literacy Volunteers to Gary Bell
- Referred proctoring requests to Katie Matas
- Renewed our service learning/internship agreement with Cal State Fullerton
- Renewed our Federal Work/Study listing with Western State University
- Responded to requests for information from Volunteermatch.org
- Refreshed our listings on Volunteermatch.org
- Attended a symposium sponsored by Volunteermatch

**Projects in Progress:**

- Supervising a One-Stop adult volunteer

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Nadia Dallstream, Adult Services Librarian

**SUBJECT:** Reference and Adult Services Monthly Activity Report for May 2011

**DATE:** **JUNE 20, 2011**

## MONTHLY STATISTICS

### Adult Services Programs

| | | May 2011 |
|---|---|---|
| May 3, 2011 | Computer Workshop: Introduction to the Internet | 9 |
| May 4, 2011 | Play Reading: Ten Little Indians | 7 |
| May 10, 2011 | Book Discussion: War Beneath the Waves | 16 |
| May 17, 2011 | Computer Workshop: Craigslist Basics | 3 |
| | | 35 |

### Reference Desk Activity

| | May 2011 | May 2010 | Y-T-D 2010-2011 | Y-T-D* 2009-10 | Y-T-D % change |
|---|---|---|---|---|---|
| Reference -- in person | 844 | 1307 | 11183 | 13819 | -19.08% |
| Reference -- telephone | 298 | 373 | 3609 | 3592 | 0.47% |
| Reference -- email/chat | 11 | 0 | 15 | 1 | 100.00% |
| Technology assistance | 500 | 795 | 6959 | 7373 | -5.62% |
| Guest passes | 162 | 35 | 1794 | 234 | 666.67% |
| Public computer use (desktops) | 3144 | 2824 | 33180 | 31679 | 4.74% |
| Public computer use (express laptops) | 805 | 1510 | 9219 | 18137 | -49.17% |
| In library use -- cleanup | 2987 | 3801 | 36939 | 38111 | -3.08% |
| Adult Program Attendance* | 35 | 0 | 904 | 0 | 100.00% |

**No data for FY 2009-2010*

**ACHIEVEMENTS**

- ***Nadia Dallstream*** updated the book trough to display books celebrating National Barbecue Month.
- ***Kathy Staymates*** created a bibliography and a PowerPoint presentation for National Poetry Month.
- ***Trustee Shkoler*** taught the Computer Workshop: Introduction to the Internet on April 5th.
- ***Gary Bell and Trustee Turner*** led the May 4thplay reading of *Ten Little Indians*by Agatha Christie.
- ***Gary Bell***led the May 10thbook discussion of *War beneath the Waves*by Don Keith.
- ***Nadia Dallstream*** coordinated 2 Computer Workshops.
- ***Nadia Dallstream*** coordinated the Computer Literacy Program. Three students received12 hours of help.
- ***Nadia Dallstream*** taught the Computer Workshop: Craigslist Basics on May 17th.
- ***Gary Bell*** is coordinating the Adult Literacy Program. Fifteen students received 32 hours of assistance from 4 tutors.

**MEETINGS**

- ***Kathy Staymates***attended 2 Summer Reading Celebration meeting on May 10th and May 24th.
- ***Nadia Dallstream*** attended 5 Managers/Supervisors Meetings.
- ***Nadia Dallstream*** attended the May 16th Board Meeting.
- ***Katie Matas, Nadia Dallstream and Gary Bell*** attended the Staff Meeting on May 17th.

**IN PROGRESS**

- ***Gary Bell*** is preparing for the June Book Discussion of*Razor's Edge*by W. Somerset Maugham.
- ***Kathy Staymates and Nadia Dallstream*** are working on the Adult Summer Reading Program- *Novel Destinations*.
- ***Kathy Staymates*** is preparing for the Summer Reading Celebration.
- ***Nadia Dallstream*** is coordinating Computer Workshops and Computer Literacy for June.
- ***Gary Bell*** is preparing a recommended reading list for the Adult Summer Reading Program- *Novel Destinations*.
- ***Nadia Dallstream*** is coordinating a joint program with the League of Women Voters of North Orange County.
- ***Nadia Dallstream*** is coordinating a local author's event featuring Gayle Carline.

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Gary Bell, History Room Librarian

**SUBJECT:** Local History Room Monthly Report for May 2011

**DATE:** **June 20, 2011**

**History Room Statistics:**

| | May 2011 | May 2010 | Y-T-D 2010-11 | Y-T-D* 2009-10 | Y-T-D % change |
|---|---|---|---|---|---|
| History Room Visitors | 11 | 8 | 100 | 91 | 9.89% |
| History Room Volunteer Hours | 39 | 77 | 516.5 | 479 | 7.83% |

**ACHIEVEMENTS:**

- ***Gary Bell*** created a display highlighting local history.
- ***Gary Bell*** held two productive meetings with film committee for the upcoming Historical Homes DVD project. Filming has commenced.
- ***Gary Bell*** has coordinated the October date of the Genealogical Society of North Orange County for their annual meeting on ancestry research for Family History month.

. **IN PROGRESS**

- ***Gary Bell*** continues to update/revise script for the Historical Homes DVD project.
- ***Gary Bell*** is preparing a Project Plan for the Bradford House DVD project.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian, Technical Services

**SUBJECT:** Technology & Website Report for May 2011

**DATE:** June 20, 2011

## MONTHLY STATISTICS

Online database usage:

| | May 2011 | May 2010 | Y-T-D 2010-11 | Y-T-D 2009-10 | Y-T-D % change |
|---|---|---|---|---|---|
| General Reference Center | 725 | 287 | 5,160 | 2,276 | 127% |
| Career Transitions (new for FY10/11) | 2 | 0 | 270 | 0 | NA |
| Heritage Quest | 1,867 | 767 | 8,004 | 7,907 | 1% |
| Novelist | 27 | 54 | 621 | 564 | 10% |
| Tumblebooks | 291 | 417 | 4,375 | 4,516 | -3% |
| Reference USA | 94 | 97 | 1,006 | 895 | 11% |
| | **3006** | **1622** | **19,436** | **16,158** | **20%** |

**Website traffic for May 2011:**
In May 2011 we had 19,463 visitors to our website. In May 2011 there were 36,789 page hits. Last year we had 17,000 visitors and 39,456 page hits in May.

## STAFF ACTIVITY

- Katie attended one all staff meeting.
- Katie attended a staff Powerpoint training.
- Katie proctored ten exams.
- Katie deleted the Cliffs Notes as a batch from Horizon.
- Katie attended the dedication of the Shaw Children's Library.

## ONGOING PROJECTS

- Jesus continues to update Library events on the website and the outside digital sign.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie updates the messages on the telephone system.
- Nadia updates the Library's Facebook account.
- Coleen updates the Library's Flickr and Twitter accounts.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **An Introduction to Placentia's New Police Chief, Rick Hicks**

**DATE:** June 20, 2011

Police Chief Hicks has spent more than 30 years in law enforcement. He is no stranger to North Orange County. His career began with the Fullerton Police Department in 1975. Chief Hicks later became a Lieutenant at the Santa Ana Police Department overseeing support services including personnel. Chief Hicks became the new chief of the Cypress Police Department from 2003-2008 at which time he retired. After his retirement, Chief Hicks was a consultant to the City of Maywood.

Chief Hicks also taught police academy courses at Goldenwest College where he has mentored many students in the law enforcement profession. He graduated from the FBI Academy in Quantico and received his Master's Degree in Public Administration from the University of Southern California.

He travels all over world to perform missionary work and is a volunteer at his children's school, conducting leadership classes. Chief Hicks currently resides in Yorba Linda with his wife and their two children.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Placentia Library District Policy 6020 – Public Computer and Internet Access Policy**

**DATE:** June 20, 2011

**Background**

The current Placentia Library District Policy 6020.2.2 guarantees patrons 30 minutes per computer session with a total access of 120 minutes for the day. On numerous occasions, staff has extended the 30 minutes of uninterrupted time for patrons who needed additional time to complete their documents and/or conduct searches. With the additional 12 computer stations in the computer lab and express laptops, the Library has been able to meet the rapid demands for internet access. Patrons are turning to their libraries to gain access to computers as they search for employment, update their resumes, explore new career alternatives, and acquire new skills to compete in a shrinking and competitive job market. Statistics have proven the heavy usage of computers and access to the Library's databases; all revalidating the tremendous value of public libraries and its roles in providing technology to the communities they serve.

Library staff recommends a change in Policy 6020.2.2 to allow patrons 120 minutes of uninterrupted time in lieu of the current 30 minutes per session. This will eliminate most problems that occur when people ask for extensions and also minimize the amount of staff time spent on monitoring computer use.

Other libraries that offer 120 minutes of computer access include Arcadia, Brea, Commerce, El Segundo, Irvine University Park, Los Angeles City, Newport Beach, Ventura and Yorba Linda.

Attachment A is a copy of Placentia Library District Policy 6020.

Fiscal Impact: N/A

**Recommendation**

Authorize a change in Placentia Library District Policy 6020 – Public Computer and Internet Access Policy as presented.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** **Public Computer and Internet Access Policy**
**POLICY NUMBER:** **6020**

**6020.1** Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

**6020.2** Requirements

**6020.2.1** Users are required to enter their Library Card or Guest Pass number and personal identification number.

**6020.2.2** Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes or more than one hundred twenty (120) minutes.

**6020.2.3** No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

**6020.2.4** Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

**6020.2.5** Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

**6020.2.6** Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Un-filtered access is available on request to any adult patron with either a valid adult Placentia or Anaheim Library card or a government-issued photo identification that shows the date of birth.

**6020.2.7** No personal peripherals may be attached to Library computers other than a USB flash drive or headphones.

**6020.2.8** Patrons using unfiltered access must use a computer with a privacy screen.

# PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Library Board of Trustees

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** **Emergency Preparedness Plan**

**DATE:** June 20, 2011

## BACKGROUND

At the May 16, 2011 Library Board of Trustees Regular Meeting, Library Staff was directed to present an Emergency Preparedness Plan for Placentia Library District.

A disaster plan is a document which describes the procedures devised to prevent and prepare for disasters, and those designated to respond to and recover from disasters when they occur. The responsibility for performing these tasks is allocated to various library staff.

A comprehensive disaster plan consists of several independent but interrelated smaller plans. There are two types of plans that should be in operation: preventive and preparedness. Preventive plans recommend actions that will prevent most disasters. They include recommendations such as the repair of leaking roofs, the improvement of maintenance and the upgrading of security. Preparedness plans are designed to ensure that identified disasters can be managed. They recommend actions such as the identification of important items in the library collection, the purchase of plastic sheeting, the provision of freezing facilities for the collection and the training of staff to enable them to respond to a variety of disasters. Preparedness plans are also designed to handle emergency situations dealing with the safety of library staff, volunteers, and patrons.

Due to the unique nature of every disaster, recovery plans can never be formulated in detail. However most disasters affecting libraries and archives involve water damage. The water can originate from a variety of sources including: from extinguishing a fire, from a broken water pipe, leaking roof or blocked drain, or from cyclone damage. Consequently, all key personnel should be familiar with salvage methods for wet library and archival materials.

The attached proposed Preparedness Plans address both human and property resources.

Attachment A is the Disaster Response Plan.
Attachment B is the Emergency Planning & Recovery Documents Plan.

Fiscal Impact: To be determined.

## RECOMMENDATIONS

1. Authorize library staff to research cost for emergency preparedness workshops and trainings as presented with feedback from the Library Board of Trustees: and,

2. Library staff to present information at the Library Board of Trustees September meeting.

Placentia Library District

# Emergency Preparedness Plan

## Table of Contents

**Purpose**

The Placentia Library District will establish and maintain an Emergency Preparedness Plan designed to manage the damages from natural disasters or other emergencies that disrupt the Library's ability to operate. The plan contains processes for preparedness, response, mitigation, and recovery in the event of an emergency.

# IMMEDIATE EMERGENCY RESPONSE

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

## MAKE THE FOLLOWING PHONE CALLS in the order shown, based on the type of emergency

| 1st CALLS: TYPE OF EMERGENCY: | WHO TO CALL: |
|---|---|
| Fire | Fire Department |
| People Hurt | Police |
| Water / Electrical Emergency | |

| 2nd CALLS: TYPE OF EMERGENCY: | WHO TO CALL: |
|---|---|
| People Hurt | |
| Building or Equipment Damage | |
| Collection Damage | |
| Computer Damage | |

| 3rd CALL: ALL EMERGENCIES: | WHO TO CALL: |
|---|---|
| All emergencies *during* working hours | |
| All emergencies *after* working hours | |

# In-House Emergency Team

| | Name | Responsibility | Office Ph. | Home/Cell Ph. |
|---|---|---|---|---|
| Administrator(s): | | | | |
| | | | | |
| Disaster Team Leader: | | | | |
| Building Maintenance: | | | | |
| Preservation Resource: | | | | |
| Disaster Team: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| Department Head: | | | | |
| Department Head: | | | | |
| Department Head: | | | | |
| Department Head: | | | | |
| Department Head: | | | | |

# Facilities: Locations of Emergency Systems

**Building:** _____
List locations and attach floor plan (use letters to indicate locations on floor plan).

**Emergency Supplies Currently Available:**

- Library First Aid Supply Box, located in the workroom.
- Emergency Kit Bags, each employee was provided a bag to keep near their work station.
- 19 Fire Extinguishers, located throughout the library.
- Fire Alarm system, emergency pulls located in main entrances/exits on the building.

**A. Main Utilities**

1. Main water shut-off valve: _____
2. Sprinkler shut-off valve: _____
3. Main electrical cut-off switch: _____
4. Main gas shut-off: _____
5. Heating/cooling system controls: _____

**B. Fire Suppression Systems** (by room or area)

1. Fire extinguishers: _____
2. Fire hoses: _____
3. Other: _____

**C. Water Detectors**_____

**D. Keys**

Key boxes: _____
Individuals with master and/or special keys (attach list with names, titles, and keys in possession).

**E. Fire Extinguishers** (label by number according to type)

1. Type A – wood, paper, combustibles
2. Type B – gasoline, flammable liquid
3. Type C – electrical
4. Type ABC – combination
5. Halon

**F. Fire Alarm Pull Boxes** (use floor plan)

**G. Smoke and Heat Detectors** (use floor plan)

**H. Radios**

1. Transistor radios (for news): _____
2. Two-way radio (for communication): _____

**I. Cell Phones**

**J. First Aid Kits**

**K. Public Address System**

**L. Nearest Civil Defense Shelter**

**Trainings Offered to Employees:**

- Fire Extinguisher, employees were trained on how to properly use a fire extinguisher, hands on training.
- Monthly Safety Booklets and Information Sheets (Staff Meetings)
- Online safety trainings provide by Special District Risk Management Authority (SDRMA) yearly. Full-time and part-time employees must complete a minimum of six online safety trainings (March).
- Staff Development Day, safety training is incorporated as part of this yearly meeting (January).
- Great California Shake Out Drill, Placentia Library District participates yearly in the statewide drill (October).

**Future Trainings:**

- Community Emergency Response Teams (CERT) Training
- CPR Training
- First Aid Training
- Defibrillator Training
- Fire Hazard Training
- Excessive Heat Training
- Violence Incident Training

# Emergency Services

**Company/Service and Name of Contact** **Phone #**

Security: _____

Fire Dept.: _____

Police/Sheriff: _____

Ambulance: _____

Civil Defense: _____

Other: _____

**Maintenance/Utilities**

Janitorial Service: _____

Plumber: _____

Electrician: _____

Locksmith: _____

Carpenter: _____

Gas Company: _____

Electric Company: _____

Water Utility: _____

**Insurance**

Risk Management: _____

Insurance Company: _____

Agent/Contact: _____

Policy Number: _____
(Attach copy of policy)

Self-Insured? ____ if yes, list contact: _____

**Conservators/Specialists**

Paper & Books: _____

Photographs: _____

Computer Records: _____

# Emergency Services (con't.)

**Recovery Assistance**

Preservation Resource: _____

Preservation Resource: _____

Disaster Recovery Network: _____

Local Freezer Companies: _____

_____

Disaster Recovery Service: _____

Account pre-established? _____ Account Number: _____
(Attach copy of contract)

Services available:
_____ Water Recovery
_____ Vacuum Freeze Dryer
_____ Mold Remediation
_____ Freezer
_____ Fire Recovery
_____ Environmental Control

Disaster Recovery Service: _____

_____

Account pre-established? _____ Account Number: _____
(Attach copy of contract)

Services available:
_____ Water Recovery
_____ Vacuum Freeze Dryer
_____ Mold Remediation
_____ Freezer
_____ Fire Recovery
_____ Environmental Control

Exterminator: _____

**Other**

Legal Advisor: _____

Architect: _____

_____

_____

# Responsibilities for Collections Disaster Response & Recovery

Identify and list at least one person and an alternate for each responsibility. Sometimes a group or committee will bear responsibility.

| Assessment & Documentation | Name & Contact Information |
|---|---|
| Assesses and estimates the type and extent of the damage. | |
| | |
| Contacts insurance company or risk management and fills out required forms. | |
| | |
| Ensures proper documentation of damage (pictures, videos, etc.) | |
| | |
| Reviews collections priorities list and confirms or adjusts it based upon damage assessment. | |
| | |
| Estimates number of personnel needed to complete the work & how long recovery up will take. | |
| | |
| Evaluates & recommends if salvage can be done in house with staff, or if a consultant and/or disaster recovery service is needed. | |
| | |
| Identifies locations for storing materials out of building if a commercial disaster recovery service is not used. | |
| | |
| Formulates logistics for packing out and moving materials from the building if a commercial disaster recovery service is not used. | |
| | |
| Records all major decisions and a chronology of events. | |
| | |
| | |

| | |
|---|---|
| **Communications** | |
| Handles all public relations & the media. | |
| | |
| Provides communication with workers. | |
| | |
| Interacts with the organization to which the Library reports. | |
| **Security** | |
| Secures and protects the building's contents. | |
| | |
| **Financial Issues** | |
| Tracks the monetary impact of all decisions. | |
| | |
| Arranges for funds necessary to buy supplies, equipment, food, etc. | |
| | |
| **Salvage Operations** | |
| Deploys work teams. | |
| | |
| Supervises work teams in proper packing and personal safety. | |
| | |
| Keeps inventory control of items being removed or discarded. | |
| | |
| **Supplies and Equipment** | |
| Responsible for ordering, delivery and dispersal of sufficient quantities of the appropriate materials for packing out. | |
| | |
| Responsible for ordering, delivery and dispersal of sufficient quantities of food, water and other comfort items for the workers. | |
| | |
| **Building Issues** | |
| All issues leading up to the eventual restoration of the building to normal. | |
| | |
| Identification of locations for response and salvage activities. | |
| | |
| | |

| **Personnel Issues** | |
|---|---|
| Provides communications with staff. | |
| | |
| Responsible for union issues. | |
| | |
| Handles health, safety and comfort (physical and emotional) concerns. | |
| | |
| Coordinates and monitors the use of volunteers. | |
| | |

# Staff Emergency Procedures

## Medical Emergencies: Staff

If a staff member or volunteer is seriously ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report or, if applicable, a Workers' Compensation report.
6. Contact Personnel for any questions concerning Workers' Compensation.

## Medical Emergencies: Visitor

When an employee or volunteer observes a visitor who appears to be ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report.

## Phone Threat, Mail Threat, and Suspicious Object

If you receive a **telephone threat**:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. If possible, signal a colleague to inform administration for you or call yourself as soon as the caller hangs up.
4. Call the police.
5. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by security and police interviewers.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, go to a designated area (see map).

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Notify your supervisor immediately.
3. Call the police.
4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.
5. Remain calm. Do not discuss the threat with other staff members.
6. If evacuation is ordered, go to a designated area (see map).

## Fire

If a fire occurs in your area:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
7. Notify your supervisor of the location and extent of the fire.
8. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
9. Do not break windows. Oxygen feeds a fire.
10. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible, do not open the door.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the area until cleared by emergency personnel.

All fires, no matter how small, must be reported to a supervisor.

## Toxic Events, Chemical Spills and Fires

If a **chemical spill** occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical shower if available.

2. Notify your supervisor of the extent and location of the spill.

3. If there is any possible danger, evacuate your area.

If a **chemical fire** occurs within the building:

1. Remain calm.

2. Call the Fire Department.

3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.

5. Never allow the fire to come between you and an exit.

6. Notify your supervisor of the location and extent of the fire.

7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).

8. Do not break windows. Oxygen feeds a fire.

9. Do not attempt to save possessions at the risk of personal injury.

10. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small, must be reported to a supervisor.

In the event of a **toxic spill** outside of the building, most likely caused by a train derailment or tanker truck accident:

1.Notify your supervisor immediately.

2. Call Police and Fire Departments, giving location of spill.

3. Evacuate the building only if instructed to do so.

## Earthquakes

In the event of an earthquake:

1. Remain calm.

2. Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.

3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment

4. Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.

After the earthquake has stopped:

1. Remain alert for aftershocks.

2. Listen to local radio stations for instructions.

3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).

4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.

5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.

6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.

7. Ensure that sewage lines are intact before running water or flushing toilets.

## Explosion

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by the administration. If evacuation is ordered, go to a designated area (see map).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

## Power Outage

If a power outage occurs:

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building security.
5. If instructed to evacuate, go to a designated area (see map).
6. Secure the building from vandalism, intrusion, and fire.

## Flooding and Water Damage

If a water leak or flooding occurs:

1. Remain calm.

2. Notify building maintenance and your supervisor. Give the exact location and severity of the leak. Indicate whether any part of the collections is involved or is in imminent danger.

3. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.

4. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.

5. Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

**Employee Evacuation Procedure**

In advance, each staff person and volunteer should:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your regular work space.

When you hear the evacuation alarm or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. The highest ranking person who is physically present in each department is responsible for insuring all members of his/her department evacuate the area. In addition, employees should check that all others in the work space are leaving as instructed.
5. As you exit, quickly check nearby rest rooms, copier rooms, closets, etc.
6. Accompany and help handicapped personnel, visitors, and any co-workers who appear to need direction or assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move away from the structure.
11. Go to the staff assembly area (see map). Do not block roadways that emergency vehicles might use.
12. All staff and volunteers must be accounted for promptly. Assist your department head or alternate in getting a complete head count of your department. Remain in the assembly area until assigned to emergency duties or instructed to leave.

# Collection Salvage Priorities

**1. Salvage Priorities – Collections**

Listed below are those portions of the collection to which salvage priorities have been assigned.

| Priority | Call Number | Location | Size of Collection | Special Notes |
|---|---|---|---|---|

**2. Salvage Priorities – Bibliographic Records**

Listed below are the priorities for salvaging bibliographic records necessary to reestablish the integrity of the library collection.

| Priority | Records | Format | Location | Special Notes |
|---|---|---|---|---|

# Collection Salvage Priorities (con't.)

**3. Salvage Priorities – Administrative Records**

Listed below are the priorities for salvaging administrative records that are vital to recovery operations, including personnel records.

| Priority | Records | Format | Location | Special Notes |
|---|---|---|---|---|

**4. Salvage Priorities – Other**

| Priority | Format | Location | Special Notes |
|---|---|---|---|

**Trainings Offered to Employees:**

- Fire Extinguisher, employees were trained on how to properly use a fire extinguisher, hands on training.
- Monthly Safety Booklets and Information Sheets (Staff Meetings)
- Online safety trainings provide by Special District Risk Management Authority (SDRMA) yearly. Full-time and part-time employees must complete a minimum of six online safety trainings (March).
- Staff Development Day, safety training is incorporated as part of this yearly meeting (January).
- Great California Shake Out Drill, Placentia Library District participates yearly in the statewide drill (October).

**Future Trainings:**

- Community Emergency Response Teams (CERT) Training
- CPR Training
- First Aid Training
- Defibrillator Training
- Fire Hazard Training
- Excessive Heat Training
- Violence Incident Training

*Placentia Library District*

# Salvage of Water Damaged Collections

## Books: Cloth or Paper Covers

Priority

Freeze or dry within 48 hours. **Coated paper** must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must by frozen as soon as possible for subsequent vacuum freeze-drying.

Handling Precautions

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported, it may only be possible to move one at a time.

Preparation for Drying

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

**Coated paper** requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze drying.

Drying Methods

*Air Drying* is suitable for small quantities for books (less than 100 volumes) that are not thoroughly soaked. Requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep air moving at all times using fans. Direct fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

**Oversize volumes** must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

*Freeze Drying* (not vacuum thermal drying) is suitable for large quantities of books and books that are very wet. Pack as described above and ship to drying facility.

*Vacuum Freeze Drying* is suitable for large quantities of books. Wet *coated* paper can only be dried by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze drying.

## Books: Leather or Vellum Covers

Priority

Freeze as soon as possible; vellum will distort and disintegrate in water.

Handling Precautions

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported; it may only be possible to move one at a time.

Preparation for Drying

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen, preferably blast frozen, as soon as possible. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

Drying Procedure

*Freeze drying* is the preferred method. Books should be separated with freezer paper and packed spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

*Air Drying* may be used for items that are not very wet. This requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry.

**Coated paper** requires that each and every page be interleaved with a non-stick materials such as silicone release paper, Holytex, or wax paper.

**Oversize volumes** must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

## Paper: Uncoated

Priority

Air dry or freeze within 48 hours. Records with water-soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air dried.

Handling Precautions

Paper is very weak when wet and can easily tear if unsupported while handling.

Preparations for Drying

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release layer. Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze drying. See Section: *Paper: Framed or Matted, Preparation for Drying.*

*Air Drying* — secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors, or other flat surfaces with sheets for blotter or uninked newsprint.

*Freezing* — Work space and work surfaces and the following equipment: milk crates and/or cardboard boxes, bread trays, sheets of plywood, and rolls/sheets of freezer or waxed paper.

Drying Methods

*Air Drying* — This technique is most suitable for small numbers of records which are damp or water-damaged around the edges. Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain 50 percent RH.

*Damp material* — Single sheets or small groups of records are to be laid out on paper-covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, clothesline may be strung for the records to be laid across.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.

*Wet material* — When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the boarder between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

*Freezing* — This option is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper.

Do not freeze framed items. Remove frame assemblage before freezing. See Section: *Paper: Framed or Matted, Preparation for Drying.*

## Paper: Coated
### (Including linen drawings (Drafting Cloth) and paper with sensitized coatings such as thermofax and fax copies)

Priority

Coated paper must not be allowed to air dry in a clump or it will permanently block together. If saturated, freeze within six hours for subsequent vacuum freezing-drying. If damp, separate and air dry before items have an opportunity to dry.

Handling Precautions

Physical manipulation should be kept to a minimum to avoid disruption of the water-soluble coating and media which may cause obliteration of the information.

Preparation for Drying

*Air Drying* — Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed: flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving material such as freezer, waxed or silicone release paper, or polyester non-woven fabric.

*Freezing* — Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces for plywood; freezer, waxed or silicone release paper, or polyester non-woven fabric.

Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to drying. See Section: *Paper: Framed or Matted, Preparation for Drying.*

Drying Methods

*Air Drying* — This technique is most suitable for small numbers of records which are damp or water-damaged around the edges. Coated paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper.

*Damp material* — Lay single sheets or small groups of interleaved records on paper covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or uninked newsprint should be changed and removed from the drying area.

*Wet material* — When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, *stop* and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

*Freezing* — Freezing is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper.

Specify vacuum *freeze* drying for coated paper and linen drawings; do not use vacuum thermal drying.

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundled rolled items loosely and place horizontally in boxes lined with a release layer.

Do not freeze framed items. Remove frame assemblage before freezing. See Section: *Paper: Framed or Matted, Preparation for Drying.*

## Paper: Framed or Matted, Preparation for Drying

Priority

Wet paper must be frozen or air dried within 48 hours. Framed and matted items must be disassembled prior to air drying or freezing.

Handling Precautions

Caution must be exercised so as to not puncture or tear the wet paper artifact in the process of removing the frame, gazing, and mounting materials.

Preparation for Drying

Place frame face down on a smooth, flat surface covered with blotter paper or plastic bubble pack. Carefully remove dust seal and hardware (place these metal pieces in container so that they do not come in contact with the wet paper and inadvertently cause damage). Check if the paper object is adhered to rabbet of frame by gently pushing up on the glazing to see that the assemblage will release without resistance. Place a piece of board (mat board, masonite, or plexiglass) over the back of the frame with all contents still in place. Using two hands, invert frame assemblage as that the glass and image are facing up. Lift off the frame then lift off the glass.

When the paper is in direct contact with the glass, carefully remove them together and lay face down on a flat surface. Consult a Conservator if the paper is sticking to the glazing.

If the glass is broken, the pieces may be held together with tape applied lightly over the breaks. The frame may then be laid face down and the paper removed from the back. If pieces of glass have dropped behind the remaining glass, hold the frame in a vertical position to remove the mat and/or paper.

To remove the item from its mat, place the image facing up. Lift window mat board carefully and detach paper object from back mat by carefully cutting hinges. If the object is attached firmly and directly to mat or backing board, do not attempt to remove. Proceed to air dry paper object as recommended in Sections: *Paper: Uncoated* or *Paper: Coated*, as appropriate.

If difficulty is encountered at any point, consult a Conservator for assistance.

## Microfiche

Priority

Freeze or dry within 72 hours.

Handling Precautions

Do not move items until a place has been prepared to receive them and you have been instructed to do so. If the fiche cannot be air dried immediately, keep them wet inside a container lined with garbage bags until they are frozen.

Drying Methods

Freeze if arrangements cannot be made to air dry the fiche quickly. Fiche should be removed from the paper jackets to dry. Jackets should be retained to preserve any information printed on them, but this information should be transferred to new jackets once the fiche is dry and ready to be stored again. The best air drying method is to clip the fiche to clotheslines with rust-proof clips.

Fiche has been successfully vacuum freeze-dried, though freeze-drying of photographic materials is not widely recommended. If dealing with large quantities of fiche this option should be investigated.

## Microfilm and Motion Picture Film

Priority

Rewash and dry within 72 hours. Wet film must be kept wet until it can be reprocessed.

Handling Precautions

Wipe outside of film cans or boxes before opening. Cans that are wet on the outside may contain dry film that should be separated from wet material. Do no remove wet microfilm from boxes; hold cartons together with rubber bands. Dry film in damp or wet boxes should be removed and kept together with the box. Do not move items until a place has been prepared to receive them.

Packing Methods

Wet microfilm in plastic trays in the microfilm vault should be filled with water until reprocessed. Pack wet motion picture film in a container lined with plastic garbage bags.

Preparation for Drying

Contact a microfilm lab or film processor to rewash.

Drying Methods

Contact a disaster recovery service or microfilm lab to rewash and dry film. The manufacturer or other professional processor should be contacted to rewash and dry motion picture film.

## Magnetic Media: Computer Diskettes

Priority

Prolonged storage in water causes leaching of chemicals from the support. *If a back-up copy is available, it is better to discard the water-soaked original.*

Handling Precautions

Store diskettes upright without crowding, in cool, distilled water until you are ready to attempt data recovery. Exposure to water should not extend beyond 72 hours. If disks cannot be dried and copied within three days, the disks should be placed wet in plastic bags and frozen until drying and data recovery is possible.

Preparation for Drying

*3½" disks* — Pack wet disks in plastic bags and ship overnight to a computer media recovery service vendor for data recovery. Do not dry disks first; dried impurities can etch magnetic coating.

*5¼" disks* — Remove the disk by cutting with scissors along the edge of the jacket. Carefully remove the diskette and agitate the exposed disks in multiple baths of cool deionized water or distilled water to remove all visible dirt.

Drying Methods

*3½" disks* — It is safest to send disks to a professional data recovery vendor for data recovery. *Damage to your hardware could result.* Gently blot surface with lint-free cloth or lay on clean cloth to air dry.

*5¼" disks* — Dry with lint-free toweling or cheese cloth.

Data Recovery

In order to ensure the preservation of data on disks that have been wet, it is prudent to copy it to a new disk. Insert the disk which has been dried into an empty jacket made by removing a new disk. The water damaged disk which has been placed in the new jacket is inserted into a disk drive. Copy and verify that the information has transferred, then discard the damaged disk. You need only prepare one new jacket for each five to ten disks since the same jacket can be reused several times. Most diskettes can be salvaged unless the diskette itself if magnetically damaged or warped. If copying is not successful, consult a computer recovery service.

## Magnetic Media: Video and Audio Cassettes

Priority

Air dry within 72 hours.

Handling Precautions

Pack cassettes vertically into plastic crates or cardboard boxes.

Preparation for Drying

Often the casings will keep tape clean and dry. If the tape is damaged, disassemble the case and remove tape. Rinse dirty tapes, still wound on reel, in clean deionized or distilled water.

Drying Methods

*Air dry* by supporting the reels vertically or by laying the reels on sheets of clean blotter. Leave tapes next to their original cases. Use fans to keep air moving without blowing directly on the items.

Use dehumidifiers as needed to maintain humidity at or below 50% RH.

Additional Steps

Once dry, the tapes can be assessed for further cleaning and duplication by a specialized recovery service.

## Magnetic Media: Reel-To-Reel Tapes

Priority

Air dry within 72 hours.

Handling Precautions

Pack vertically into plastic crates or cardboard cartons. Don't put heavy weight or pressure on the sides of the reels.

Preparation for Drying

Often contamination by water and other substances is mainly confined to the outermost layers of tape. Do not unwind tapes or remove from the reel. In these cases, wash the exposed edges with deionized water or with distilled water.

Drying Methods

*Air dry* by supporting the reels vertically or by laying the reels on sheets of clean blotter. Leave the tapes to dry next to their original boxes. Use fans to keep air moving without blowing directly on the items.

Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring relative humidity down to 50 percent.

Additional Steps

Once dry, the tapes can be assessed for further cleaning and duplication. This procedure is done by specialized professional vendors.

## Compact Discs and CD-ROMs

Priority

Immediately air dry discs. Dry paper enclosures within 48 hours.

Handling Precautions

Do not scratch surfaces.

Preparations for Drying

Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.

Drying Methods

Case and paper enclosures may be freeze dried. Do not freeze dry the discs. Air dry vertically in a rack.

## Record Albums (Vinyl, Shellac, and Acetate Disks)

Priority

Dry within 48 hours. Freezing is untested; if there are not options, freeze at above 0 degrees F.

Handling Precautions

Hold disks by their edges. Avoid shocks.

Packing Methods

Pack vertically in padded plastic crates.

Preparation for Drying

Remove the disks from their sleeves and jackets. If labels have separated, mark label information on the center of the disk with a grease pencil and keep track of the label.

Separate shellac, acetate, and vinyl disks. If dirt has been deposited on the disks, they may be washed in a 1 percent solution of Kodak Photo Flo in distilled water. Each disk media should be washed in it own container (i.e., do not wash shellac disks with vinyl disks). Rinse each disk thoroughly with distilled water.

Drying Methods

Jackets, sleeves, and labels may be air dried like other paper materials. See Sections: *Paper: Coated* and *Paper: Uncoated*, as appropriate.

Air dry disks vertically in a rack that allows for the free circulation of air. Dry slowly at ambient temperature away from direct heat and sources of dust.

## Photographs and Transparencies

Priority

Salvage Priorities. *Within 24 hours*: 1) ambrotypes, daguerreotypes, tintypes, silver gelatin glass plate negatives, wet collodion glass plate negatives; *Within 48 hours*: 2) color prints and film, silver gelatin prints and negatives; 3) albumen prints and salted paper prints. Cyanotypes in alkaline water must be dried as soon as possible; in acidic water they drop to priority 3.

Handling Precautions

Do not touch emulsion, hold by the edges or margins. Always lay with emulsion side up.

Preparations for Drying

Secure a clean area to work, free from particulates. Keep the photos and/or negatives in containers of fresh cold water until they are either air dried or frozen. *If allowed to partially dry in contact with each other, they will stick together.* To maintain wetness until the drying process can take place, pack photos inside plastic garbage pails or boxes lined with garbage bags.

Equipment and materials needed: plastic trays, cold water, clothesline, clothespins and/or photo clips, soft bristle brushes, Kodak Photo Flo Solution, Holytex and clean photographic blotter paper, Falcon squeegee and drying racks for resin-coated prints; and Salthill dryer for recent fiver based prints.

Carefully remove prints and film positives and negatives from the enclosures. Keep the enclosure or the file number with each film item as it contains vital information to maintain intellectual control.

*Daguerreotypes, Glass, and Metal-based Collodion Emulsions* such as ambrotypes, tintypes, wet collodion glass plates (which include some negatives, lantern slides, and stereo graphs on glass):

*Cased photographs* — Carefully open the case and place the photograph face up on blotters. Do not attempt to disassemble the components, remove debris, or wash the photograph. If the affected photo has water or debris trapped within the assemblage, contact a conservator for proper disassembly.

*Uncased images* — Air dry side up on clean absorbent blotters. Remove and retain cover slips from glass lantern slides if present. Do not attempt to clean debris or wash these images. These procedures should only be performed by a conservator.

*Black and white prints* — Place the prints in a tray and fill with cold water. Agitate the tray and change the water several times. After 15 minutes, drain the water and air dry. Reduce washing time for deteriorated and card mounted prints.

*Color prints* — Use the same procedure as for black and white prints but with decreased washing time: ten minutes. Reduce washing time further for deteriorated prints.

*Negatives* (glass and film) - silver gelatin — Soak the films in clean, cold water for 30 minutes. If there are particulates on the film, rinse for 10-15 minutes while gently brushing surfaces under water with a soft bristle brush, then continue washing for an additional 15 minutes. Rinse with Kodak Photo Flo Solution.

*Glass plate negatives - collodion* — Do not wash or expose plates to further moisture; if any image remains, air dry immediately, emulsion side up.

*Kodachrome transparencies* — Wash as described above for negatives C silver gelatin.

*Ektachrome transparencies* — Wash as described above for negatives C silver gelatin, omitting the Photo Flo, then dry. Consult a photo conservator after transparencies have dried, as some may require stabilization.

*Color negatives* — Wash as described above for negatives C silver gelatin, omitting Photo Flo, then dry. Consult a photo conservator after negatives have dried, as some may require stabilization.

Drying Method

Order of preference: 1) air dry; 2) freeze/thaw and air dry; 3) vacuum freeze dry. *Do not vacuum thermal dry or freeze dry.*

*Prints and Films* — Dry film by hanging on a clothesline at room temperature in a dust free area. Lay glass plates and prints emulsion side up on a clean absorbent blotter.

*Photo Albums* — To air dry, place sheets of blotter covered with Holytex between each leaf. Change the blotter paper as it becomes damp or wet. If the binding structure is no longer intact or the album can be dismantled, separate the leaves and air dry on clean blotters covered with Holytex; periodically turn from recto to verso to promote even drying. If drying cannot proceed immediately, wrap the volume in plastic and freeze. The volume can then be thawed and air dried at a later date.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

If air drying is not possible due to media solubility or unacceptable disruption to the structural integrity of the volume, vacuum freeze drying is recommended.

If difficulty is encountered, consult a conservator for assistance.

## Scrapbooks

Priority

Freeze immediately.

Handling Precautions

Do not move items until a place has been prepared to receive them. Large scrapbooks should be supported with boards.

Preparation for Drying

If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper. Freeze as quickly as possible, using a blast freezer if available.

*Freezing* — Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces of plywood; freezer, waxed, or silicone release paper, or polyester non-woven fabric.

*Air Drying* — Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed; flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving materials such as freezer, waxed, or silicone release paper, or polyester non-woven fabric.

Drying Methods

*Vacuum freeze* drying is the preferred method, although this should not be used for photographs. See Section: *Photographs and Transparencies*. If the book is to be vacuum freeze dried, the photographs should first be removed. Wrapped scrapbooks should be packed laying flat in shallow boxes or trays lined with freezer paper.

*Air drying* may be used for small quantities which are only damp or water-damaged around the edges. The books should not have large amounts of coated paper or soluble adhesives.

Pages should be interleaved with uninked newsprint or blotter and the books placed on tables. The interleaving and page opening should be changes regularly and often to speed the drying. If the binding has failed, it may be advisable to separate the pages and lay them out individually to dry. Care must be taken to maintain page order.

Keep the air moving at all times using fans. Direct fans into the air and away from the items. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

## Vellum and Parchment: Bindings and Documents

Priority

If the textblock of the book is wet, priority should be placed on getting it dry over saving the binding, unless the binding has been assigned the higher priority by a curator. If the item has gotten wet, successful salvage will probably not be possible, so other high priority items should be treated first.

Handling Precautions

Do not move items until a place has been prepared to received them.

Drying Procedures

Drying must take place slowly and be carefully controlled. The item needs to be restrained as it dries for it to retain its shape.

Documents that have only been exposed to high humidity should be interleaved with dry blotters and placed under weights. Blotters should be checked after about a half hour to see if they need to be exchanged for drier ones.

For drying of slightly damp documents, the edges should be clipped and pinned or at least weighted. As the item dries, it should be checked at least every 15 minutes and the tension adjusted as necessary. Once the item is almost dry, the clips or weights can be removed and the item should be placed between blotters and weighted overall to complete drying.

Vellum bindings need to be watched carefully. Blotters should be placed between the covers and text, and on the outside of the cover. The book should then be weighted or put in a press. As the binding dries, it may shrink and cause damage to the text block, in which case it should be carefully removed before more damage is caused.

Freeze drying can be used as a last resort for drying vellum and parchment, but the limited experience with these procedures shows there will be much distortion and change in the object.

## Leather and Rawhide

Priority

Begin drying within 48 hours to prevent mold growth. Leather with the condition known as "red rot" will be irreversibly stiffened and darkened by exposure to water if not treated quickly.

Handling Precautions

Wet leather may be fragile; leather with red rot or which is torn will require support to transport safely. Move items only after a place has been prepared to receive them.

Packing Method

Wrap items with freezer paper or plastic sheeting to prevent red-rotted leather from coming in contact with and soiling adjacent items and to keep it from drying before it can be treated. Support complex- shaped objects with uninked newsprint or other absorbent material.

Preparation for Drying

Rinse or sponge with clear water to remove mud or dirt before drying. Be careful in rinsing red-rotted or painted/gilded surfaces. Keep red-rotted leather damp, if it is still in that condition, until proper consolidation can be done.

Drying Procedure

Some leather was intended to be flexible (e.g., much native tanned "buckskin," harness leather, and some rawhide) and will need to be manipulated during drying in order to retain its' flexibility. Other leather was either not intended to flex (e.g., shields, fire buckets) or no longer needs to be flexible and may be padded out and allowed to dry slowly.

Sponges, clean towels, paper towels, or uninked newsprint may be used to absorb excess moisture. Pad out to correct shape using uninked newsprint or other absorbent material. Change padding material as it becomes saturated.

Air dry, using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on trestles, 2x4 lumber, or screens to allow air to circulate on all sides.

Use portable dehumidifiers to slowly remove moisture from the area and objects. Bring the relative humidity down to as close to 50 percent as is practical. Check daily for mold.

## Paintings: On Canvas

Priority

Begin drying within 48 hours to prevent mold growth.

Handling Precautions

Move items only after a place has been prepared to receive them. If the frame is unstable, remove from painting, pad corners with corrugated cardboard, bubble wrap, or unused newsprint and transport to area dealing with wood objects.

Packing Method

Pad corners of frame or painting with corrugated cardboard, bubble wrap, or newsprint. Transport paintings vertically; stand upright with corrugated cardboard between paintings so painted surfaces do not touch another painted or any rough surface.

Preparation for Drying

Remove painting from frame. Contact a paintings conservator to discuss. See Section: *Paper: Framed or Matted, Preparation for Drying.*

Drying Procedure

Prepare a horizontal bed of blotter paper and unused newsprint, equal in thickness to the paint layer, with top-most layer of strong clean tissue. Lay painting, still on stretcher/strainer, face down on this surface. Remove any remaining backing or labels from the painting to expose wet canvas. Retain and tag all associated labels, parts and/or components that are removed or detached from the painting or frame.

Place cut-to-fit blotters or unused newsprint against this back and apply a slight amount of pressure so the blotter makes good contact with the entire exposed canvas surface. Repeatedly change backing blotter, being careful not to create impressions in the canvas. *Do not change facing materials.*

When dry to the touch, remove backing blotter and pick up painting. If front facing tissue is still attached to painting front, do not attempt to remove it, since it will hold the painting surface together until it can be consolidated by a conservator.

Consult with a paintings conservator for any questions or problems and all circumstances not adequately covered by the above instructions.

Use fans to keep air moving in the room without blowing directly on the paintings. Use portable dehumidifiers to *slowly* remove moisture from the area/objects. Bring relative humidity down to 50 percent.

## Wood

Priority

Begin drying within 48 hours to prevent mold growth. Polychromed objects require immediate attention; notify a conservator.

Handling Precautions

Move items only after a place has been prepared to receive them. Lift from the bottom of an object; tables from the apron; chairs by the seat rails, not by the arms, stretchers, slats, headpiece, or crest rails; trunks from the bottom, etc.

Packing Methods

Partially wetted objects can be packed with dry blotting materials such as uninked newsprint or acid free blotters to remove as much moisture as possible. Thoroughly wetted, unpainted objects should be wrapped with blotting materials, then wrapped in polyethylene sheeting to retain as much moisture as possible, since fast drying will cause irreversible damage.

Preparation for Drying

Rinse or sponge with clear water to remove mud or dirt before drying. Be careful not to wipe or scour as grit will damage remaining finish. Use a soft bristle brush to clean carvings and crevices. If mud has dried, dampen with a sponge and remove with a wooded spatula; rinse. Remove wet contents and paper liners from drawers and shelves.

Drying Procedure

Absorb excess moisture with sponges, clean towels, paper towels, or uninked newsprint. Blot, do not wipe, to avoid scratching the surface.

Air dry, using fans to keep air moving without blowing directly on the pieces. Tent the objects with polyethylene sheeting to slow the drying. Raise items off the floor on trestle or 2x4 lumber to allow air to circulate on all sides. Open doors and drawers *slightly* to allow air to circulate inside the items.

Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring relative humidity down to 50-55 percent.

## Inorganics: Ceramics, Glass, Metals, Stone (Decorative/Historic)

Priority

These materials can be dealt with last since they generally will suffer little damage from short term exposure to water.

Handling Precautions

Move items only after a place has been prepared to receive them.

Packing Method

Varies with the fragility of the material; water/wetness has no bearing.

Preparation for Drying

Rinse or sponge with clear water to remove mud or dirt before drying.

Drying Procedure

Sponges, clean towels, paper towels, or unused newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth.

Air dry, using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on trestles or 2x4 lumber to allow air to circulate underneath.

Metal objects can be dried with moderate heat (90-100° F in an oven or using a heater or hair dryer).

Use portable dehumidifiers to *slowly* remove moisture from the area/objects. Bring relative humidity down to 50 percent.